Online Conveyancing and Property Valuation Course, Leading to Diploma–Postgraduate – in Conveyancing and Property Valuation (Double Credit), Accumulating to Postgraduate Diploma

Online Conveyancing and Property Valuation Course

Course or Seminar

Leading To:

DIPLOMA - POSTGRADUATE IN Conveyancing and Property Valuation (Double Credit)

Accumulating to POSTGRADUATE DIPLOMA
Online Conveyancing and Property Valuation Course - Leading to Diploma–Postgraduate – in Conveyancing and Property Valuation (Double Credit), Accumulating to Postgraduate Diploma

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

Online Conveyancing and Property Valuation Course - Page 2 of 42
Course Co-ordinator /Programme Co-ordinator:
Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- M.Ed. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
For Whom This Course is Designed
This Course is Designed For:

- Asset Brokers;
- Auctioneers;
- Bankers;
- Chief Financial Officers;
- Conveyancers;
- Conveyancing Solicitors;
Online Conveyancing and Property Valuation Course, Leading to Diploma–Postgraduate – in Conveyancing and Property Valuation (Double Credit), Accumulating to Postgraduate Diploma

- Court Officers;
- Economic Planners;
- Enterprise Risk Managers;
- External Auditors;
- Financial Administrators;
- Financial Auditors;
- Financial Officers;
- Financial Risk Analysts;
- Financial Risk Managers;
- Fund Holders;
- Fund holders;
- Housing Department Officers;
- Insurers;
- Internal Auditors;
- Land Authorities’ Officers;
- Land Registry Officers;
- Land Valuers;
- Long-Term Lenders;
- Mineral Rights Officers;
- Mortgage Advisors;
- Mortgage Advisors;
- Mortgage Lenders;
- Mortgagees;
- National Insurance Administrators;
- National Insurance Investors;
- National Insurance Security Specialists;
- Pension Fund Administrators;
- Pension Fund Holders;
- Pension Fund Managers;
- Pension Fund Reviewers;
- Planning Agents;
- Port Authority Officers;
- Property Administrators;
- Property Agents;
- Property Assessors;
- Property Auction Managers;
- Property Auctioneers;
- Property Brokers;
- Property Conveyancers;
- Property Developers;
- Property Engineers;
- Property Investors,
- Property Registry Officers;
- Property Sales and Marketing Officials;
- Property Sales Personnel;
- Property Searchers;
- Property Surveyors;
- Property Valuers;
- Real Estate Administrators;
- Real Estate Agents;
- Real Estate Auctioneers;
- Real Estate Conveyancers;
- Real Estate Developers,
- Real Estate Managers;
- Real Property Experts;
- Reinsurers;
- Revenue Authority Officers;
- Risk Managers;
- Solicitors;
- Stock Brokers;
- Stock Exchange Officers;
- Title Abstractors;
Online Conveyancing and Property Valuation Course, Leading to Diploma–Postgraduate – in Conveyancing and Property Valuation (Double Credit), Accumulating to Postgraduate Diploma

- Title Searchers;
- Value Engineers;
- Venture Capitalists,
- All others with an interest in Real Estate Management; Financial Risk Management; Property Management; Property Sales and Marketing and other related areas.

**Duration:** 24 Days, Based on 3 Hours Per Day Tuition

**Cost:** £8,040.00 Per Delegate

**Please Note:**
- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

**Students and Delegates will be given a Selection of our Complimentary Products, which include:**

- HRODC Postgraduate Training Institute’s Leather Conference Folder;
- HRODC Postgraduate Training Institute’s Leather Conference Ring Binder/ Writing Pad;
- HRODC Postgraduate Training Institute’s Key Ring/ Chain;
- HRODC Postgraduate Training Institute’s Leather Conference (Computer – Phone) Bag – Black or Brown;
- HRODC Postgraduate Training Institute’s 8GB USB Flash Memory Drive, with Course Material;
- HRODC Postgraduate Training Institute’s Metal Pen;
- HRODC Postgraduate Training Institute’s Polo Shirt.
Our Video-Enhanced Online Mode of delivery of this course is the same as being in a classroom – but virtually.

- This Video-Enhanced Online mode of delivery is Revolutionary and currently unique to HRODC Postgraduate Training Institute.
- The tutor will meet the group on Video and present the course, in the same way as though in a classroom.
- Where there is more than one participant, they will be able to see and interact with each other, and with the tutor.
- They will watch and discuss the various video cases and demonstration videos that form an integral part of our courses.
- Assessment is structured in the same way as it is done in a classroom setting.
- The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of the previous month. This cut-off date means that Admission should have been granted and fee payment received;
- It will last twice as long as the classroom-based deliveries. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, meeting the Institute’s required 30 Credit-Hours.
- The cost of the Video-Enhanced Online mode is 67% of the classroom-based course.
- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, costs only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.
By the conclusion of the specified learning and development activities, delegates will be able to:

- Distinguish between a basic survey and a full structural survey;
- Determine when a full structural survey is necessary;
- Argue on the cost effectiveness of a structural survey;
- Detail the factors that should be considered when conducting a commercial property valuation;
- Relate the pertinent factors in private property valuation;
- Accurately conduct an on-the-spot commercial property valuation, taking pertinent factors into account;
- Conduct a property valuation of a private property, with at least 80% accuracy;
- Incorporate the notion of ‘market value’ in property valuation;
- Uncover likely deceptive issues that influence property valuation;
- Take a scientific approach to property inspection;
- Provide an objective view of the result of a property inspection;
- Take a holistic approach to property marketing;
- Develop a general strategy towards property marketing;
- Devise tactics for marketing specific properties;
- Demonstrate their understanding of how a local Property Registry operates;
- Demonstrate their understanding of function of the National Land Information Service;
- Obtain and evaluate documents from ‘Land Register Online’;
- Demonstrate a knowledge of Conveyancing in at least one other country;
- Demonstrate their knowledge of the property regulation of at least one Borough;
Compare property registration in the UK with that of at least one other country;
Demonstrate their understanding of merits and demerits of Freehold properties, on the one hand, and leasehold on the other;
Develop a strategy to manage the relationship between themselves and the vendor, on the one hand, and themselves and the purchaser, on the other;
Demonstrate an awareness of International Electronic Conveyancing (E-Conveyancing) Initiatives;
Produce a Completion Statement for the Buyer;
Construct a Completion Statement for the Seller;
Exhibit an appreciation of the need for a professional and caring relationship between the Conveyancer and his or her client, throughout the Conveyancing process;
Provide a non-technical explanation of pertinent clauses in Deeds and Covenants;
Draw on cases of Deeds default and their resultant consequences;
Outline the merits and demerits of Freehold and Leasehold property ownerships;
Explain the requirements of HIPS, outlining their values and drawbacks;
Demonstrate a heightened understanding of Property ‘Charges’ and the legal bases of their registration;
Draft a legally binding Conveyancing contract;
Explain the entrenched practice regarding ‘fixtures and fittings’ or chattel, in residential property sale;
Provide relevant guidance to buyers and sellers, on Property Auctions;
Demonstrate a working knowledge of the function and operation of a National Property Registry;
Suggest whether the Scottish ‘Blind-Bidding System’ averts the practise of Gazumping.
Conveyancing and Property Valuation
Module 1

Property Valuation and Conveyancing: Registry, Interests, Accommodation Types, Tenure and Ownership

Course Contents, Concepts and Issues

Part 1 - Contextual Issues in Property Conveyancing: Surface Rights, Mineral Rights and Fee Interest

- Exploring the Context of Conveyancing;
- The Conveyancing Process as a Legal Transfer of Ownership;
- Title Register;
- Title Abstract;
- Title Deed;
- Title Searcher;
- Title Abstractors;
- Surface Rights;
- Mineral Rights;
- Fee Interests;
- Copyhold Land
- UK Mineral Rights Ownership;
- Crown Ownership of Minerals,
- Manorial Rights;
- Church Commissioners and the Crown;
- Mines Royal;
- UK’s Coal, Petroleum, Silver and Gold;
- Crown Estate Mineral Agent.
Part 2: Living Accommodation: Their Types, Tenure and Ownership

➤ Types of Living Accommodation
  ❖ Flats;
  ❖ Apartments;
  ❖ Condominium;
  ❖ Maisonettes;
  ❖ Terraced House;
  ❖ Semi-detached House;
  ❖ Detached House;
  ❖ Bungalow House.

➤ Difference Between an Apartment, Flat and Condominium (Condo)

➤ Flats, Apartments and Maisonettes
  ❖ Flat;
  ❖ Apartment
  ❖ Maisonette

➤ Leasehold and Freehold Properties: A Generalised Distinction

➤ Leasehold Properties: Restrictions and Charges
  ❖ Service Charges;
  ❖ Ground Rent;
  ❖ Building Insurance;
  ❖ Reserve or Sinking Funds.

➤ Types of Freehold Properties
  ❖ Terraced House;
  ❖ Semi-detached House;
  ❖ Detached House;
  ❖ Bungalow House.

➤ Types of Leasehold Properties
  ❖ Flat or Apartment;
  ❖ Marionette;
**Part 3: The UK Land Registry**

- The Role of Her Majesty’s (HM) Land Registry
- Advice, Support and Consultancy
- Study Visits
- Training
- Business Partnerships
- Membership of International Land Bodies

**Part 4: Land Registry’s Online Search Facility and Cost**

- The Title Register;
- Title Summary of Freehold and Leasehold Properties;
- Title Plan;
- Flood-Risk Indicator;
- Map Search.
- Flood-Risk Indicator;
- The Title Register:
  - The Title Number;
  - The name of the Property Owner;
  - The Recorded Purchase Price of the property. In some cases, this information is unavailable;
  - Any Rights of Way;
  - Whether there is a current mortgage on it or one that has been discharged.

- Title Summary of Freehold and Leasehold Properties
  - The Title Number;
  - Owner’s Name;
  - Purchase Price;
  - Property Tenure: Leasehold or Freehold;
  - The Name of the Mortgagee, if any;

- Title Plan
- Flood-Risk Indicator
- MapSearch Facility
- Land Registry Fees

- Title Plan
  - The Property’s Location
  - Its Main Boundaries;
  - Communal Areas or Shared Facilities;
  - Right of Ways.

- MapSearch Facility
  - Alleyways;
  - Building Plots and Infill Sites;
  - Dilapidated or Vacant Buildings;
  - Fields;
  - Grass Verges;
  - Historic Buildings, e.g. Castles and Churches;
Lakes, Streams and Other Waterways;
- Lanes;
- Old Buildings That No Longer Have A Postcode;
- Private Roads;
- Ruins;
- Villiage Greems;
- Walkways;
- Waste Sites;
- Woodlands and Moorland;
- Whether land and property in England and Wales is registered;
- The location of registered land and property;
- The title numbers;
- Details of freehold or leasehold tenure; and
- Other registered interests.

Land Registry Fees
Part 5: Property Valuation For Professional Valuers, Mortgagees, Estate Agents and Investors

The Political, Economic, Social, Technological, Ecological and Legal (PESTEL) Factors: Their Effect of Property Valuation

**Political Context:**
- Bilateral Trade Agreements;
- Multilateral Agreements;
- Employment Tribunal Rulings;
- Wage Regulations;
- Equality and anti-discriminatory Act;
- Disability Rights Act;
- Equal Opportunity Act;
- Sex Discrimination Act;
- Sex Discrimination or Related Act;
Gender Reassignment or Similar Act;
Other Employment Related Acts.

**Economic Context:**
- Economic Exposure;
- Transaction Exposure;
- Translation Exposure;
- Rulings by Regulatory Authorities;
- Investment Boards;
- Competition Commission;
- Trading Regulation;
- Foreign Exchange;
- Interest Rates;
- Availability of Funding.

**Social Context:**
- General Social Context;
- Urban-Suburban Preference;
- Social Mobility;
- Geographic Mobility;
- Skills Levels;
- Demographic Factors;
- Age Range of Population;
- Gender Mix of Population;
- Ethnic Mix;
- Vogue;
- Behavioural Patterns;
- Changing Expectations;
- FADS; and
- Social/Ecological Sensitivity.
Technological Context:
- E-Commerce its impact on Client/ Customer Relationship Management (CRM);
- Development and use of technology;
- Affordability of technology;
- Web-based recruitment;
- E-Selection;
- Web-based selection;
- Video-conferencing;
- Web-conferencing.

Ecological Context:
- Biodiversity of Ecosystems and their Protection,
- Client/ Customer Concern for Relevant Ecological Issues;
- Climatic Shifts impeding normal operation;
- Degradation, Deforestation and Depletion of Fisheries and other Natural Resources,
- Demand for Corporate Social Investment;
- Ecological Legislation;
- Ecosystem Services used In Business Processes;
- Emission Standards and Requirements;
- Environmental Sustainability Concerns;
- Flooding, Storms, and Other Natural Disasters Caused by Natural and Human Influences on Ecosystems;
- Government Policy towards Environmental Issues;
- Local Waste Regulation;
- Material scarcity, resultant to Ecological Issues;
- Mineral (Oil, Gas, Gold, etc.) Deposits;
- Natural Environmental Constraints;
- Quantity of Renewable Resources;
- Recycling regulation;
Strategy Implementation vs Ethical Concerns;
Water and Air Pollution and their effect on a company's operation;
Water Quality needed for normal operation.

Legal Context:
- Competition Rules;
- Integration Rules;
- Employment Law;
- Indigenisation Rules;
- Trading Rules;
- Import and Export Laws;
- Bilateral Trade Agreements;
- Multilateral Agreements
- Employment Tribunal Rulings
- Wage Regulations;
- Equality and Anti-Discriminatory Acts – e.g.
  - Disability Rights Act
  - Equal opportunity Act
  - Sex Discrimination Act
  - Sex Discrimination Reassignment;
  - Other Employment Related Acts.

Professionalising Property Valuation
- Property Value Over Time
- Executing The Valuation Process
  - Market Appraisal;
  - Formal Valuation
  - Desktop Valuation;
  - Curbside Valuation; and
  - Full Formal Valuation.
- Conducting a Full Formal Property Valuation
• Aesthetic Appeal;
• Cosmetic View;
• Decor;
• Disrepair Issues;
• Energy Efficiency;
• Energy Supply;
• Fixtures and Fittings;
• Its age
• Its location;
• Number of Rooms;
• Out-buildings;
• Room Layout;
• Overall Size;
• Room Sizes;
• Storage Space;
• Structural Defects;
• Structural Improvements;
• The period since it was last sold;
• The price at which it was last sold or purchased;
• The price of similar properties in the locality.

Local Factors Affecting Prices of Specific Properties
• Its degree of affordability
• Its location:
  • Global Region;
  • Country;
  • County or Province;
  • City or State;
Its Developmental Potential, in relation to:

- Planning Rules;
- Current Planning Permission;
- Available Space;
- Heritage or national and International Listing Status;
- Covenants.

- Property Location and Valuation;
- Developmental Potential and Property Valuation;
- Planning Permission and Property Valuation
- Property Valuation and Equity;
- Political Factors and Property Valuation
- Economic Factors and Property Valuation

**Part 6: Property Surveys: Their Types and Importance**

- Why Surveys?
- Types of Survey and Their Imperative;
- Basic Valuation Survey;
- Home Buyer’s Valuation and Survey Report;
- Full Structural Survey;
- In-Complex and Attached Property Survey;
- The Former Home Information Packs (HIPs);
- Energy Performance Certificates.
Title Register:
- Edition Date
- When the property is sold;
- When a mortgage (legal charge) is registered on it;
- When a mortgage is redeemed;
- When an equitable charge is placed on it;
- When an equitable charge is removed; or
- When a restriction or notice is added.

Date and Time of Official Copy
Land Registry Office Which Deals with The Title

The Property Register
- Right of Way Over Adjoining Land
- A Right of Light Easement
- Right of Access Easement
- Right of Support Easement

Proprietorship Register

The Charges Register:
- Positive Covenants
- Restrictive Covenants
Part 8: Rentcharges, Ground Rent and Park Rent in England and Wales

- Rentcharges or Chief Rents;
- Rent owners;
- The Inception of Rentcharges;
- Rentcharges and the Charge Register;
- Provisions of the Rentcharges Act 1977;
- Problems with Rentcharges;
- Individual and Several Liability for Rentcharges;
- Informal Apportioning of Rentcharges;
- Application for Apportionment of a Rentcharge;
- Order of Apportionment of a Rentcharge;
- Redemption of Rentcharges;
- Redemption of Rentcharges for Freehold but not Leasehold Properties;
- Application for the Redemption of Rentcharges;
- Towards the End of Recharges? The Rentcharges Act 1977;
- Extinguishment Pre-existing Rentcharges;
- Prohibition of the Creation of New Rentcharges;
- Exemption to the Provisions of the Rentcharges Act 1977;
- Ground Rent for Leasehold Properties;
- Peppercorn Rent as Ground Rent;
- Ground Rent Notice;
- Statute of Limitation Relevant to Ground Rent;
- Ground Rent Default: Forfeiture Action;
- Apportionment of Ground Rent;
- Application for Apportionment of Ground Rent;
 ➢ Park Rent for Mobile or Park Homes;
 ➢ Park Rent for Trailer Homes;
 ➢ Protection Afforded by the (UK) *Mobile Homes Act 2013*.

### Part 9: Title Classifications and Their Implications

 ➢ Classes of Title
   - Absolute Title;
   - Qualified Title,
   - Possessory Title; and
   - Good Leasehold Title.
 ➢ Implications of Absolute Title
 ➢ Implications of Qualified Title
 ➢ Significance of Possessory Title
 ➢ Importance of *Land Registration Act 2002*
 ➢ The Concept of Squatters’ Right;
 ➢ Abolition of ‘trust’ by the *Land Registration Act 2002*;
 ➢ Registering Possessory Title to Registered Property
 ➢ Registering Possessory Title to Unregistered Property
 ➢ Objection to Possessory Title Application;
 ➢ Contesting Possessory Title Application;
 ➢ The Place of Good Leasehold Title
Part 10: Property Conveyancing In Essence

Conveyancing as A ‘Process’

- Pre-contract Stage;
- Sale Contract Stage;
- Post-Contract or Pre-Closing Stage;
- Closing or Completion Stage;
- Post-Closing or Post-Completion Stage.

Conveyancing for the Vendor

- Pre-Contract Stage (Vendor)
  - Formalizing Instruction or Authorisation, From the Vendor, For the Sale of The Property;
  - Agreeing Conveyancing Cost, Taking Deposit, Where Appropriate;
  - Formally Identifying the Vendor
  - Investigating the Property: Ownership, Right of Sale, etc.
  - Contacting any legitimate ‘Interests’ in the Property.
  - Obtaining A Copy of The Property Title and Deed;
  - Determining the Property’s Sale Price;
  - Agreeing on The Items Included in The Price of The Property, or As Options (At Additional Costs).
  - Investigating the Potential Purchaser.
  - The Purchaser’s Identity
  - The Purchaser’s Finance
    - Deposit in Hand;
    - Equity from Sale or Anticipated Sale of Own Property;
    - Loan or Mortgage Amount;
    - Status of Mortgage Application;
- Name of Lending Institution;
- Lending Institution’s Branch Address;
- Bridging Loan, if Any;
- Supportive Evidence.

- Addressing Enquiries Raised by The Purchaser’s Conveyancer.
- Establishing a Completion Date.
- Sale Contract Stage (Vendor)
  - Post-Contract or Pre-Closing Stage (Vendor)
  - Closing or Completion Stage (Vendor)
  - Post-Closing or Post-Completion (Vendor)
  - Completion Statement
    - Property Sale Price
    - Cost of Chattels
    - Mortgage Redemption Payment to Bank/ Building Society
    - Bank Charge
    - Estate Agents' Commission
    - Land Registry - Deeds
    - Conveyancer's Fee
    - VAT on Conveyancer's Fee (@20%)
    - Amount Owing to Vendor, on Completion

**Conveyancing for the Purchaser**

- Pre-contract Stage;
- Sale Contract Stage;
- Post-Contract or Pre-Closing Stage;
- Closing or Completion Stage;
- Post-Closing or Post-Completion Stage.
Pre-Contract Stage (Purchaser)

- Formalizing Instruction or Authorisation, From the Purchaser, For the Purchase of The Property;
- Formally Identifying the Purchaser;
- Drafting Conveyancing Contract - Taking Deposit, Where Appropriate;
- Investigating the Property: Ownership and Title;
- Verifying Property Tenure;
- Preparing Pre-Contract Property Questionnaire for The Vendor
- Recommending and Commissioning Property Survey;
- Providing Guidance to Multiple Purchasers on Ownership Type;
- Conducting Local and National Searches;
- Guiding the Purchaser Through Property Inventory;
- Establishing a Completion Date.
- Reviewing Draft Sale Contract (Purchaser)
- Formalizing Instruction or Authorisation, From the Purchaser, For the Purchase of The Property
- Formally Identifying the Purchaser
- Drafting Conveyancing Contract - Taking Deposit, Where Appropriate
- Investigating the Property: Ownership and Title

Investigating the Property Title.

- Absolute Title;
- Qualified Title,
- Possessory Title; and
- Good Leasehold Title.
- The Header;
- The Property Register;
- The Proprietorship Register; and
- The Charges Register.
- A mechanic's lien.
A lender’s mortgage lien.

A lien for unpaid property taxes or common charges.

- Construction lien.
- Materialman's lien.
- Supplier's lien.
- Labourer’s lien.

Verifying Property Tenure

Preparing Pre- Contract Property Questionnaire for The Vendor

Before arriving at the contract stage, it is necessary for the purchaser to have a full picture of his or her potential

Property Boundaries and Fences

Owner of Boundary to the front;
Owner of Boundary to the left;
Owner of Boundary to the right;
Owner of Boundary to the rear;
Known Boundary changes;
Boundary removal, through sale or otherwise.

Driveways or Walkways to The Property

Existence of Driveway;
Individual Ownership;
Shared Ownership.

Available Services

- Drainage;
- Water;
- Electricity;
- Telephone;
- Mains Gas.

Servient Easements

Right of Way;
Right of Light;
Footpath Services;
Right of Support;
Car Parking.

**Dominant Easements.**
- Right of Way;
- Right of Light;
- Footpath Services;
- Right of Support;
- Car Parking.

**Servient Profits a Prendre**
- Fishing Right;
- Shooting Right;
- Turf Right.
  - Dominant Profits a Prendre
  - Fishing Right;
  - Shooting Right;
  - Turf Right.

**Amount of Property Outgoings**
- Annual Ground Rent;
- Annual Community Charge;
- Rating Band;
- Annual Water Rates;
- Annual Service Charge;
- Annual Insurance Cost.

**Property-Related Legal Notices**
- Served on Property Owner;
- Served by Property Owner;
Previous or current Individual Voluntary Arrangements (IVA);

County Court Judgment for Property;

Property Liability or Interests;

Any outstanding Mortgage;

Other Charges on Title;

Current Litigation;

Previous Litigation;

Pending Litigation;

Repayable Grants;

Vacant Possession;

Sitting Tenants;

Post 16 Family Members Residing in Property;

Utilities and Certificates

Energy Performance Certificates;

Energy Rating;

Electricity meter Type;

Gas Meter Type.

Home Insurance

Type of Policy;

Contents Cover;

Name of Insurer;

Expiration of Policy.

Recommending and Commissioning Property Survey

Providing Guidance to Multiple Purchasers on Ownership Type

Conducting Local and National Searches

On-Property Problems;

Local and National Plans for Development;
Local Planning Rules

Flood Risk

On-Property Problems

Mining shafts;

ter wells;

Sinkholes;

Risk of subsidence.

Local and National Plans for Development

Flood Risk

Guiding the Purchaser Through Property Inventory

Establishing a Completion Date.

Reviewing Draft Sale Contract (Purchaser)

Contract Stage (Purchaser)

Post-Contract or Pre-Closing Stage (Purchaser)

Transfer Deed (Form TR1) from the vendor’s Conveyancer;

Stamp Duty Land Tax Certificate

Form AP1 or form FR1

Certificate of identity (for unregistered conveyancers)

Closing or Completion Stage (Purchaser)

Post-Closing or Post-Completion (Purchaser)

Completion Statement for The Purchaser

Part 11: UK Property Marketing and Sale

Estate Agents Property Marketing, Sale and Legal Obligation;

The ‘Estate Agent – Vendor – Purchaser’ Relationship;

Personal Property Marketing and Sale;

Timescale From An Offer To Closure;
- The Former Home Information Packs (HIPs) and Current Energy Performance Certificates (EPCs);
- Conventional Property Sale;
- The Scottish Bidding Process;
- Open Evening;
- Public Property Auctions;
- Vacant Property Sale;
- Gazumping;
- Gazundering;
- Flipping homes

**Part 12: UK Commercial Properties: Their Taxes, Classifications Implications for Business Operators**

- UK Business Rates;
- Capital Gains Tax;
- Class A1. Shops;
- Class A2. Financial and Professional Services;
- Class A3. Food and Drink;
- Class B1. Business;
- Class B2. General Industrial;
- Class B3. Special Industrial Group A;
- Class B4. Special Industrial Group B;
- Class B5. Special Industrial Group C;
- Class B6. Special Industrial Group D;
- Class B7. Special Industrial Group E;
- Class B8. Storage or Distribution;
- Class C1. Hotels and Hostels;
- Class C2. Residential Institutions;
- Class C3. Dwelling-houses;
- Class D1. Non-Residential Institutions;
Class D2. Assembly and Leisure.

**Part 13: International Electronic Conveyancing (E-Conveyancing)**

- The Birth of International Electronic Conveyancing;
- E-Conveyancing in England and Wales;
- Provisions of the *Land Registration Act 2002*;
- Registration of:
  - An Estate in Land;
  - A Rentcharge;
  - A Franchise;
  - A Profit a Prendre In Gross;
  - Other Interests in Title.
- UK’s Electronic Document Registration Service (EDRS);
- Land Registry eDocument Registration Service Introduction;
- Guidance on Getting Identification Verified for Land Registry using form ID1;
- How to Avoid Land Registry Requisition Errors in Lodging Applications Electronically;
- InfoTrack;
- Updating the Land Registration Act 2002;
- Digital Registers;
- Introducing GOV.UK Verify;
- E-Conveyancing in Canada;
- Ontario Electronic Land Registration System (ELRS);
- Ternate;
- Do Process Software;
- Online Property Search and Registration;
- Canadian Conveyance;
- The Philippines Electronic Lang Registry;
- E-conveyancing in Australia;
- E-conveyancing in New Zealand
Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days’ duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as ‘Courses’, while the ‘longer-studies’, are regarded as Programmes. However, both study-durations are often referred to as ‘Courses’. Another mark of distinction, in this regard, is that participants in a short-course are referred to as ‘Delegates’, as opposed to the term ‘Students’, which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days’ duration, equivalent to 30-54 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.
Postgraduate Diploma and Diploma - Postgraduate Assessment Requirement

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of Postgraduate Diploma, candidates must have accumulated at least the required minimum ‘credit-hours’, with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.
Diploma – Postgraduate and Postgraduate Diploma
Application Requirements

Applicants for Diploma – Postgraduate – and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant’s current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.

Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants’ suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant’s payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.
There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

Introducing Our Video-Enhanced Online Study Mode

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, is unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a Postgraduate Diploma.
Key Features of Our Online Study: Video-Enhanced Online Mode

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants can see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 1\textsuperscript{st} of each month, with the cut-off date being the 20\textsuperscript{th} of each month, for inclusion the following month;
- Its duration is twice if its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute’s required 30 Credit-Hours;
- The cost of the Video-Enhanced Online mode is 67% of the classroom-based course;
- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute’s Video-Enhanced Online Delivery. We will deliver the 360 hours ‘Direct-Lecturer-Contact’, as is required by our Institute’s Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective ‘Life-Style Balance’, at times convenient to you and your appointed tutor.
Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Credit Hours</th>
<th>Award Title Prefix (&amp; Suffix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Credit</td>
<td>30-54</td>
<td>Diploma - Postgraduate</td>
</tr>
<tr>
<td>Double-Credit</td>
<td>60-84</td>
<td>Diploma – Postgraduate (Double-Credit)</td>
</tr>
<tr>
<td>Triple-Credit</td>
<td>90-114</td>
<td>Diploma – Postgraduate (Triple-Credit)</td>
</tr>
<tr>
<td>Quad-Credit</td>
<td>120-144</td>
<td>Diploma – Postgraduate (Quad-Credit)</td>
</tr>
<tr>
<td>5-Credit</td>
<td>150-174</td>
<td>Diploma – Postgraduate (5-Credit)</td>
</tr>
<tr>
<td>6-Credit</td>
<td>180-204</td>
<td>Diploma – Postgraduate (6-Credit)</td>
</tr>
<tr>
<td>7-Credit</td>
<td>210-234</td>
<td>Diploma – Postgraduate (7-Credit)</td>
</tr>
</tbody>
</table>
Examples of Postgraduate Course Credits:
Their Value, Award Prefix & Suffix – Based on 5-Day Multiples

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Credit Hours</th>
<th>Award Title Prefix (&amp; Suffix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Credit</td>
<td>240-264</td>
<td>Diploma – Postgraduate (8-Credit)</td>
</tr>
<tr>
<td>9-Credit</td>
<td>270-294</td>
<td>Diploma – Postgraduate (9-Credit)</td>
</tr>
<tr>
<td>10-Credit</td>
<td>300-324</td>
<td>Diploma – Postgraduate (10-Credit)</td>
</tr>
<tr>
<td>11-Credit</td>
<td>330-354</td>
<td>Diploma – Postgraduate (11-Credit)</td>
</tr>
<tr>
<td>12-Credit</td>
<td>360</td>
<td>Postgraduate Diploma</td>
</tr>
</tbody>
</table>

360 Credit-Hours = Postgraduate Diploma

12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma

10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma

Accumulated Postgraduate Diploma Award Titles

All Specialist Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies at least seventy percent (70%) of his or her courses in a specialist grouping. These are exampled below:

1. Postgraduate Diploma in Accounting and Finance;
2. Postgraduate Diploma in Aviation Management;
3. Postgraduate Diploma in Business Communication;
4. Postgraduate Diploma in Corporate Governance;
5. Postgraduate Diploma in Costing and Budgeting;
6. Postgraduate Diploma in Client or Customer Relations;
7. Postgraduate Diploma in Engineering and Technical Skills;
8. Postgraduate Diploma in Events Management;
9. Postgraduate Diploma in Health and Safety Management;
10. Postgraduate Diploma in Health Care Management;
11. Postgraduate Diploma in Human Resource Development;
12. Postgraduate Diploma in Human Resource Management;
13. Postgraduate Diploma in Information and Communications Technology (ICT);
14. Postgraduate Diploma in Leadership Skills;
15. Postgraduate Diploma in Law – International and National;
16. Postgraduate Diploma in Logistics and Supply Chain Management;
17. Postgraduate Diploma in Management Skills;
18. Postgraduate Diploma in Maritime Studies;
19. Postgraduate Diploma in Oil and Gas Operation;
20. Postgraduate Diploma in Oil and Gas Accounting;
22. Postgraduate Diploma in Procurement Management;
23. Postgraduate Diploma in Project Management;
24. Postgraduate Diploma in Public Administration;
25. Postgraduate Diploma in Quality Management;
26. Postgraduate Diploma in Real Estate Management;
27. Postgraduate Diploma in Research Methods;
28. Postgraduate Diploma in Risk Management;
29. Postgraduate Diploma in Sales and Marketing;
30. Postgraduate Diploma in Travel, Tourism and International Relations.

The actual courses studied will be detailed in a student or delegate’s Transcript.
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The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate’s subscription to our Policy Terms and Conditions, which are legally binding.