

Sponsored By



Sponsored By



## **APC FINAL ASSESSMENT REVISION DAY**

- 8.30am Registration Opens
- 9.00am Coffee and Networking Opportunities
- 9.30am Introduction and Welcome by Mark Hoffman FRICS – Managing Director of APC Training Ltd, APC Panel Chairman, APC Mentor for the Central London Region
- 9.35am **Valuation** with John Faulkner
- \* The Red Books
  - \* Terms of Engagement
  - \* Assumptions / Special Assumptions
  - \* Valuation Reports
  - \* Bases of Value
  - \* The Comparable method of valuation
  - \* The Investment method of valuation
  - \* The Residual method of valuation
  - \* The Profits method of valuation
  - \* The Contractors method of valuation
- 10.35am BREAK
- 10.45am **Purchase & Sale / Leasing & Letting** with Mark Hoffman
- \* The Estate Agents Act 1979
  - \* CPR's and BPR's
  - \* The Misrepresentation Act 1967
  - \* Bases of Agency Instruction and Methods of Sale
  - \* Marketing Techniques
- 11.45pm **Landlord & Tenant** with John Faulkner
- \* Rent Reviews
  - \* Lease Renewals
  - \* Applications to Assign / Sublet
  - \* Dilapidations
- 12.45pm LUNCH

Sponsored By



Sponsored By



2.00pm

**RICS Rules of Conduct** with Mark Hoffman

- \* The 5 Ethical Standards
- \* Professional Indemnity Insurance
- \* Conflicts of Interest
- \* Gifts and the Bribery Act 2010
- \* Case Studies

3.00pm

Break

3.10pm

**Inspection & Measurement** with John Faulkner

- \* RICS Guidance Note – Surveying Safely 2011
- \* PPE
- \* The International Property Measurement Standards (IPMS)
- \* The Code of Measuring Practice

4.00pm

Summary of Additional competencies

- \* Development Appraisals
- \* Property Management
- \* Risk Management
- \* Property Records & Information Systems
- \* Property Management Accounting

5.00pm

A review of REFERRAL REPORTS

5.30pm

Close

Cost

£149 plus VAT per delegate – (discounts are available for group bookings. The price includes lunch and all course documentation

CPD

This training course provides 8 hours of FORMAL CPD

TO BOOK

Please email [mark@apc-training.co.uk](mailto:mark@apc-training.co.uk) or call 07889 456 957 - Please note that places are strictly limited to 100 delegates

Discounts will be provided for group bookings. Lunch will be provided – please advise of any dietary requirements

Panel Members

Mark Hoffman FRICS APC Assessor, Panel Chairman  
John Faulkner FRICS RICS Training Advisor (North West Region)