

Institute of Professional Auctioneers & Valuers

# Estate Agency Practice (Valuation, Sales & Lettings)

Part-Time Route for Mature Students

## Building your career with IPAV

The Institute of Professional Auctioneers & Valuers (IPAV) is a professional representative body for auctioneers, valuers and estate agents nationwide. In recognition of its status as a representative body for professionals IPAV has nominating rights to Seanad Éireann.

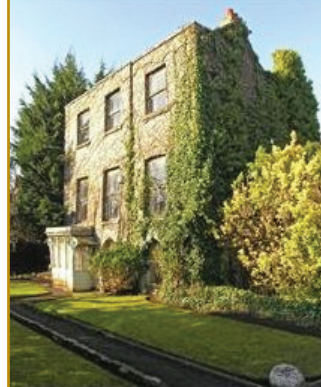
IPAV's main aim is to promote and protect the professional standards of its members and to provide the public with a guarantee of professional service.

IPAV is also affiliated to the Confederation of European Estate Agents (CEI) which represents over 60,000 estate agents in 13 European countries. Through this association it aims to promote educational and professional standards across Europe.

IPAV has developed its own unique education programme which is designed to meet the needs of a modern property market by producing competent, articulate and professional graduates through a rigorous examination and assessment system.

The Certificate in Estate Agency Practice is a challenging two year course that covers issues relating to the valuation sale and letting of residential property.

Once you have successfully completed it you will have the advantage of a professional qualification; you will have then laid the foundation for further study; you will also gain immense personal satisfaction from the achievement.



## Course Overview

The programme is designed to meet the needs of those already working in the industry or related areas who wish to obtain a formal educational qualification. It is also suited to those who wish to enter the profession for the first time and who wish to satisfy the requirements of the new regulatory authority for estate agents.

## Course Content



### YEAR 1

Valuation 1  
Regulatory Environment 1  
Construction 1  
Professional Practice 1  
Property Economics  
Marketing & Sales

### YEAR 2

Valuation 2  
Regulatory Environment 2  
Construction 2  
Professional Practice 2  
The Irish Planning System  
Property Finance and Taxation

## Course Delivery

The course will be delivered every alternate Saturday over two consecutive years. The year is divided into two semesters commencing in September and February each year. Three modules will be delivered each semester.

In addition to formal lectures, students will be expected to do home study as directed.

The course will commence mid September and conclude mid June each year.

The venue for the course will be Dublin but other centres may be considered depending on the student geographic profile.

## Examination & Assessment

Students will be assessed by examination and coursework. The latter will take different forms – short essays, reading/comprehension etc. Examinations will be of two hour duration and will be valued at 60% of the total marks. Coursework is valued at 40% of the final assessment mark.

Examinations will be held at the end of January and the beginning of June each year.

There is no provision to “carry” subjects failed in Year 1 of the award into Year 2, i.e. students cannot progress from Year 1 to Year 2 unless they have passed all subjects.

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## Progression Routes

Students who successfully complete the programme may qualify for entry to degree courses in Ireland and the UK. They may also apply for membership of the Institute of Professional Auctioneers and Valuers.

## Course Fee

Each student is required to pay the course fee of €1,650 per annum which includes registration, tuition, examination entry, student notes and access to the student area of IPAV's website.

## Entry Requirement

Applicants will normally have achieved a minimum of five passes in the Irish Leaving Certificate examination, or equivalent, to include English and Mathematics or have an equivalent award from a recognised awarding body. Applicants who do not meet the minimum standard of education as required above will be assessed on previous qualifications and work experience. All applicants must be at least 23 years of age.

## Your Commitment

Since the Certificate in Estate Agency Practice is a professional qualification you are expected to give time to study and reading in addition to attending lectures.

The course demands a critical and logical approach to tasks rather than mere description and therefore students are expected to be independent in their approach to study and read widely around the set text.

A professional course of study requires commitment and energy. You must be able to manage your time effectively so that you can meet deadlines.

In order to successfully complete the course you will need to devote at least 15/20 hours per week to private study.

## Access to a Computer

Access to a computer is very important, not only to carry out research and complete coursework but also as a learning tool.

## IPAV Website – Student Area

The IPAV website has a dedicated student area where information about the course – coursework assignments, timetables, notes etc. can be downloaded. Only registered students have access to this section of the site.

## Important

Successful graduates of the programme must not under any circumstances, use the letters IPAV after their name unless they have satisfied all the requirements of membership and are formally approved by Council.



For further information please contact

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