



Institute of Professional
Auctioneers & Valuers

HIGHER CERTIFICATE IN BUSINESS IN REAL ESTATE (VALUATION, SALE & MANAGEMENT)

COURSE HANDBOOK

2024/25

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Introduction

Now that you have decided to study, I hope that you will find your course interesting, challenging and rewarding. It is not easy to return to study and for each person the experience and the challenges will be different.

For those who have completed the first year of the course, the new academic year marks the beginning of a new stage on the road to qualification.

The Award

The Higher Certificate award is a level six award on the National Framework of Qualifications. The Institute of Professional Auctioneers and Valuers is proud to be associated with the TU Dublin Tallaght for the purpose of this award.

Registration

As well as being student of IPAV, all students will now be registered students of TU Dublin. This allows access to all the learning resources available to other students in TU Dublin. This is very significant as it provides a learning resource previously unavailable to students of IPAV.

It implies that all students will be regulated by both codes those of IPAV and TU Dublin.

While students will be assessed under the regulations governing TU Dublin. They must also be aware that they are a registered student of IPAV and will be required to observe the rules of the Institute relating to their participation on the course.

To help you through the early days of the course, you should read this carefully.

Choosing to Study

People choose to study Real Estate for their own personal reasons. For some it is to develop their professional career; for others it is a case of pursuing their general interest, while for others still, it is a desire to fill a knowledge gap. For some the course content will be new; for more it will constitute a review or reflection that will contribute to a sharper focus on the why and the wherefore of professional practice.

One of the main objectives of the course is to provide the knowledge and skills to be successful as a practitioner. To this end the regime is designed to produce a graduate who is thoughtful, analytical, methodical and aware of his/her professional responsibilities.

Prepare

To start with, you should read through the course handbook very carefully. This is designed to give you information about IPAV, the course, the examination and assessment methods as well as providing you with information on how to access information such as forms, coversheets etc., to help you comply with course regulations.

At the outset, you should be aware that you will have to give time over to study if you are to complete the course successfully. To help you, the lectures are designed to focus on key areas of each syllabus. Attendance at all lectures is vital if you are to develop an understanding that will aid you in examination and assessment.

In addition, you should:

- a) Study the set books/notes – this will help you expand your knowledge and provide you with a reference after the lecture has ended.
- b) Watch TV programs related to your study – this will help develop insights and complement your study
- c) Read articles, newspapers, reports etc – these will keep you up to date with the latest developments.
- d) Use all the resources available to you through TU Dublin, use the library and other online resources available through IPAV and TU Dublin.

Online Learning

It is the policy of IPAV to move to this mode of delivery thus making the requirements of delivery less onerous by removing the need to travel to lectures all the time. While it will not completely eliminate face-to-face situations, it is the intention to gradually reduce the time spent in lecture rooms.

Get Organised

The course you have chosen is a professional course of study that is designed to provide the knowledge and skills that underpin best practice and professional behaviour in the built environment. It will place demands on your time.

You need to organise if you are to succeed. Think:

- a) Where will I keep all my learning material?
- b) When will I study?
- c) Where will I study?
- d) Are there deadlines?

It is important to address these questions because there is no one answer to them. There is no one place to study, no more than there is any best place to keep your

material. Whatever the case, you must organise yourself so that you can have access to information and have times and places where you will be able to study.

You will notice that you have to set aside time for study. This amount of time will differ from one student to another – but whatever your level of education or experience – you should be aware that you will have to study for some length of time throughout the year.

You will be expected to demonstrate in the examination and assessment elements that you have a breadth of knowledge. You should be aware, therefore, that each lecture is a guide to a particular topic, and you will be expected to explore the issues raised through your own private study.

Examination & Assessments

You will be required to complete a variety of exercises for each module (subject) you study. In addition to prescribed coursework, you will also be required to complete the **Professional Practice Module**. This is a work-based module that requires the students to demonstrate that they can complete tasks explored in their formal learning in lectures. It is a very significant module spanning the two years of the course and will eventually determine the classification of award each student receives. The more work you do on this module the greater your potential credit.

You will also find the requirements regarding the presentation of coursework in this handbook. Please read this carefully.

You must abide by the regulations governing submissions and be aware of the consequences of non-compliance.

You will work on the assignments in your own time and present/upload the finished product on the day stipulated in the course handbook/or as directed by the lecturer. The procedure will be explained to you during the semester.

You should familiarise yourself with the examination regulations and note the requirements to pass.

Students must pass all 1st year modules in order to pass into 2nd year of the programme.

Exemption from Modules

You may feel that you are entitled to an exemption in one or more of the modules. Please read the syllabus for each subject carefully, and if you believe this is the case, you may apply for an exemption. The closing date for receipt of exemption applications is usually in early October.

A copy of the programme syllabus and the application form for exemptions will be made available on Moodle.

You must follow the procedures as outlined in this document. Complete the form and return it to the email address in the document on or before the deadline. **Decisions in respect of applications are final.**

Please note that you must apply for exemptions from modules in Year 1 before the deadline. Exemptions for year 2 modules can be made before the deadline, the following year.

You should be aware that exemptions can only be granted where there are strong similarities in syllabus content and the information is current.

The Daily Grind

From time to time it is natural that you will find the going tough. There is no legislating for personal, family or work issues intruding on your study. There is also the fact that some modules pose more difficulty than others. We all have our favourite subject areas and find it quite easy and interesting to pursue the subject matter here. However, in all programmes there is subject matter that challenges our abilities and we need to apply more time to such modules.

Solving Problems:

If you are experiencing difficulty with the subject matter of any module or if there are issues surrounding the presentation of the information, the first person you should speak to is the **lecturer**. It is obvious that any perceived problems have a better chance of being solved by simply asking questions at the time rather than letting issues grow into larger problems.

If for any reason this approach does not work out for you, then you should approach the **Course Leader** with a view to having the course leader advance your case to the lecturer.

Should this procedure fail, then the issue will be reported to the Programme Chair.

Be aware that IPAV has no function in this area and the issues can only be dealt with internally in TU Dublin.

Finally

It is only natural that you will have doubts and fears as the year progresses.

Relax! You know more than you think you do. Nothing, they say, teaches like experience. By choosing to study, you have already created a solid block on which to build a successful future. I have no doubt you will succeed.

Paul Campbell MSc FCIOB MRICS MSCSI MIPAV (HON)
Education Director IPAV

September 2024

The Institute of Professional Auctioneers & Valuers (IPAV)

The Institute of Professional Auctioneers and Valuers (IPAV) was established in 1971 as a representative professional body for qualified, licensed auctioneers, valuers and estate agents throughout Ireland.

IPAV's stated objectives are:

- a) To provide an organisation for Auctioneers, Valuers and Estate Agents to protect advance and promote the professional standards of Valuers and Property Service Providers and the promotion in the public interest of the professional competence and to protect the interest of Members as between themselves and as between Members, non-Members and the general public.
- b) To promote personal and friendly relations among the Members of the Company, to hold meetings for the delivery of lectures, discussions, conferences and to encourage the best professional methods of conducting the business of its Members.
- c) To act as a means of communication between Members or others seeking engagements as Valuers and Property Service Providers and employers desirous of employing them.
- d) To form a library for the use of Members.
- e) To apply, petition for or promote in the Republic of Ireland any Act of the Oireachtas or other legal measure or order or elsewhere any Act of Parliament or other authority, legal measure or order with a view to the attainment of the above objects or any of them.
- f) To watch over, promote and protect the mutual interests of the Members, to promote honourable practice, to suppress malpractice and to decide all questions of professional use or courtesy between or among Members.
- g) To provide a system of professional education to achieve the aforesaid objects.
- h) To establish a Disciplinary Committee consisting of five internal and two external professionals.

IPAV is a Member of:

- TEGOVA: A pan-European association of professional bodies working for standards, ethics and quality in the real estate valuation market. TEGOVA represents the interests of 70 valuers' associations from 38 countries.
- CEPI - European Association of Real Estate Professionals: One of Europe's largest professional organisations of estate agents

Members Areas of Proficiency & Employment

- Sale / purchase by auction, tender or private treaty of all property and land types such as residential, commercial, industrial, investment, development & agricultural land
- Negotiations in relation to property acquisitions
- Leasing and Lettings of all property and land types
- Property Management
- Facility Management • Planning Consultants
- Valuations
- Property Sale/Purchase • Estate duty • Compulsory Acquisition
- Plant & Equipment • Fine Art • Financial Assets • Surveys
- Arbitration
- Expert witness in Court of Law
- Development and Finance
- Research
- Marketing
- Education
- Energy Rating
- Site Acquisition

Professional Affiliation

All professionals operating in the built environment are affiliated to one institute or another. It is important for you, the student, to realise the importance of belonging to a professional association.

Successful graduates qualify to apply for membership of the Institute. Such applications will be considered by the IPAV National Executive. Students should be aware that their participation in the course will be taken into account in any application for membership.

Successful applicants can avail of Continuous Professional Training and Development as well as information and advice on all issues pertaining to the profession. IPAV will represent the interests of Auctioneers and Valuers to Government; financial institutions will recognise membership of IPAV as a guarantee of professional service and will use the services of a registered professional to value properties for various reasons.

Membership of IPAV confers status and authority. Throughout professional life, membership of IPAV will become more significant and important.

You will become more aware of other members and realise that they are to be found not only in agents' offices, but in every other property related activity. Membership of the Institute of Professional Auctioneers and Valuers makes you part of a larger network of professionals.

IPAV Student Regulations

IPAV Student Regulations are to be read in conjunction with the IPAV Course Handbook and TU Dublin Student Policies & Regulations which is available on The TU Dublin website – “Student Policies & Regulations”

Introduction

In any organisation there has to be rules and regulations which enables the rights of all of its members, students and would be students to be respected. The following regulations are intended to promote fairness, justice and order in the treatment of individuals and in the conduct of IPAV in line with its policies and those of its associated validating bodies.

General Regulations Governing Student Application

1. IPAV shall in its absolute discretion be entitled to refuse admission to any applicant for any of its Educational Courses without assigning any reason therefor.
2. A student who is offered a place on any IPAV Educational Course must attend on and from the commencement date of that course. If for any reason whatsoever a student is unable to attend on the commencement date of any Educational Course this must be notified immediately in advance to IPAV and unless it is agreed in writing by IPAV that the student may defer the commencement of such course IPAV reserves the absolute authority to withdraw the offer of a place on any such course.
3. A student offered a place on any IPAV Educational Course must pay all course fees on the dates due and failure to comply with this regulation will result in withdrawal of the offer of a place on any such course.
4. A student must register and furnish all documentation required by the date and time indicated on their application before any letter of offer will be considered.
5. A student must not behave in such a way as may reasonably be deemed to harm the reputation of IPAV or the college they are attending.
6. Students are required to conduct their business with staff in both the professional and academic institutions courteously, and follow the established procedures if they experience any difficulties or encounter problems in their learning and/or assessment
7. Students must inform the Institutes of any change of contact details or home address
8. Canvassing the educational committee, IPAV or TU Dublin staff is not permitted, and you will be automatically be disqualified from the programme

Please note that these regulations will be considered in the case of any application for membership of IPAV received from a graduate of the programme.

Examination Results

Examination results are made available online on the dates set out on the academic calendar.

Any queries relating to examination results can only be dealt with through the Examination Office – email examinations.tallaght@tudublin.ie

Examination results will not be given out over the telephone.

Procedures for Post Exam Review

The “Recheck, Review & Appeal Application Form” can be found on the TU Dublin website under “Frequently Used Forms” - Tallaght

Programme Structure

Year 1

Semester 1	Semester 2
Critical Skills Development	Valuation for Investment
Principles of House Construction	Marketing and Sales
Agency Law	Land Use Planning
Economics for the Property Market	Land & Conveyancing Law
Property Valuation	
Professional Practice 1	

Credits: 60 Year 1

Semester 3	Semester 4
Statutory Valuation	Valuation Appraisal
Building Services and Drainage	Landlord and Tenant Law
Property Management	Building Pathology
Property Promotion	Communication, Agency Practice & Ethics
Professional Practice 2	

Credits: 60 Year 2

**Programme Credits
120**

Coursework Regulations

Please read carefully.

1. All coursework will be word processed.
2. It will conform with the assignment directions in terms of presentation and content – see Essay/Coursework Presentation Guidelines in this handbook (page 15).
3. The work will contain the technical language of the profession and demonstrate an ability to use the language in a professionally competent manner.
4. Terms of reference/client details will be outlined in the introduction where required/necessary.
5. In addition, students will briefly describe the research methods used in completing the work.
6. Where drawings are concerned, these will be folded into A4 size.
7. All coursework will be completed by the designated date.
8. It will be handed to the relevant lecturer on the submission date.
9. The work will be collected at the time(s) specified by the College authorities.
10. **The submission dates as timetabled are final.**
11. Where a student has mitigating circumstances, these should be described on the form provided.
12. Mitigating circumstances relate to personal problems and not to mechanical failure. A doctor's note does not automatically entitle a student to an extension on the date of submission.
13. Students are reminded that work should be completed in sufficient time to rectify any problems associated with the mechanical presentation of the work. In this context, they should be aware that coursework is regarded as work in hand and all applications for extensions will be viewed accordingly.
14. Students are also reminded that such applications are **not** automatically accepted by the Institute. They are subject to appraisal and must ensure that justice and equity exist within the system. Therefore, students should be aware that requests for prolonged leave to submit i.e. more than two/three days, may not always be acceptable.
15. Coursework submitted after the due date and without mitigating circumstances will be awarded a maximum mark of 40%.

Important details about the final submission

- Plastic folders, plastic envelopes etc. **are not acceptable**. Coursework is to be submitted to the same standard as you would provide to a client.
- Each submission will have the appropriate **coursework cover + the coursework descriptor** attached to the front of the submission
- Presentation will be a factor in the marking
- Grammar, spelling and tone will be considered when marks are awarded
- Marks will be deducted where the work exceeds the stipulated word length
- The work will be written in a professional, competent manner
- Plagiarism will be severely punished

Essay / Coursework Presentation Guidelines

- It is recommended that all essays and coursework assignments are typed in size 12 font and are **double line spacing**.
- All pages should be numbered with the exception of the title page.
- The student's name should appear on the top right-hand corner of the title page as well as on the official cover sheet supplied for the assignment.
- Appropriate margins should be allowed. The recommended margins are:
 - 3.2cm left and right
 - 2.5cm top and bottom

Structure

Title Page

This should contain the title of the work, the student's name, the course, the submission date.

Introduction

This should contain a clear statement of the aims and objectives of the study as well as a brief description of the investigation, research methods applied. This section should also be used to explain terms, concepts, abbreviations used throughout the text that the reader may not be familiar with.

Main Text

This should be logically organised and presented under appropriate headings and subheadings.

The content should be carefully structured using paragraphs and special care should be given to sentence composition. Where possible do not use very long sentences. Try to confine your sentences to a single thought. Be prepared to tease out an idea rather than try to express it in one sentence. Remember the ideal sentence length is between 15 –20 words.

Pay particular attention to punctuation and spelling. Remember, you are responsible for the finished product and if it is poorly presented it will reflect on you.

Conclusions and Recommendations

This is an important part of any assignment and presents you with an opportunity to interpret/evaluate the information you have collected. This is an important section and you should give careful consideration to it. This section will largely determine if you will pass or receive a higher mark for your work. It is fair to say that the main text contains the product of your research or investigation. This section largely deals with your own thoughts and understanding arising out of this process. This is what an examiner is largely interested in.

Appendices

This section contains all the supplementary information relevant to the assignment. It may contain legal documents referred to in the text, copies of questionnaires, surveys, statistics etc – any document that may have been referred to in the text.

A word of caution - BE SELECTIVE - DO NOT FILL THIS SECTION INDISCRIMINATELY!

Bibliography

This is a list of all the works consulted while preparing the assignment. This should be compiled in the following manner:

Book

Author's surname / Initials / Year of Publication / Title / Edition (if applicable) / Place of Publication / Publisher

(You will find this information in the book used).

Example

Lindsell-Roberts, S (1991) *Business Writing for Dummies*, Indianapolis, IDG Books Worldwide

Article

- Author's surname / Initials / Year / Title of Article / Title of Journal / Volume number / Date of Issue / Page numbers

Example

Johnson, P (2001) *The Deferred Development of Hungary*, Property Management Professional, Vol. 5, No.3, December 2001, p.15 – 20.

- When you refer to these sources in the text, you merely write the name and the year

Example

Johnson (2001) stated that the condition of some properties in Hungary may be the result of what he calls "deferred maintenance" (p.15).

or

The poor condition of some properties in Hungary may be the result of deferred maintenance (Johnson, 2001).

Referencing in General and Plagiarism

It is important to acknowledge your sources. Do not reproduce tracts of information without acknowledging where you obtained the information. There is no need to feel that your work is any less valuable if you attribute it to the proper sources.

On the contrary by mentioning the sources of your information you accomplish a number of things:

- You give your work authority and credibility
- You provide an idea of the scope of your investigation
- You provide a paper trail for your readers and other researchers
- You cannot be accused of plagiarism or copying.
- ***It is a condition of the assessments that all students accurately reference their work and marks will be deducted where this is not done. Where there is evidence of wide scale neglect of this convention, the work may be regarded as plagiarised and disqualified.***

The Internet

While this is a valuable research tool, students should be aware that some sources are dubious, and the quality of the information may be questionable.

There is also the issue of cultural difference and in this context, students should be aware that practices, procedures, terminology and legal principles may vary from one country to another.

Where work is downloaded directly from the Internet without acknowledgement and presented as the student's own work, this will be classified as plagiarism and will be awarded a zero grade. **The usual practice when using information from websites is to give the site reference, and in the bibliography to add the date when consulted by you.**

Common Sources

It is inevitable that students will use common sources of information to complete coursework; or indeed students may form work groups to undertake coursework assignments. It is important to note the following in these circumstances:

- The presented work must clearly demonstrate the input of the individual student.
- **Where strong similarities exist in work presented – transcribed sections of work etc – this will be regarded as plagiarism and will be subject to the rules and regulations governing this practice.**

Important:

This document should be read in conjunction with information for students contained in various documents published on the TU Dublin website.

Responsibility for all academic decisions and awards lies with TU Dublin.

Frequently Asked Questions

1. I have a query concerning registration issues, student cards etc.

Contact the lifelong learning office - lifelonglearning.tallaght@tudublin.ie

2. I have a query concerning examinations, results, repeats, deferrals, transcripts etc.

Contact the examinations office – examinations.tallaght@tudublin.ie

3. I have a query in relation to fees for the programme.

Contact - Genevieve@ipav.ie

4. I have a disability and/or a learning difficulty and I wish to register with the disability support service

Please contact Geraldine Roche – Learning Support Officer – geraldine.roche@tudublin.ie

5. I have previously studied one or more of the modules on the programme and wish to apply for an exemption.

The exemption form will be uploaded to moodle in September. The closing date for the return of these forms is sometime in early October. A separate form for each module must be submitted. Exemptions for semesters 1 and 2 must be submitted before the closing date in October 2024. Exemptions for semesters 3 & 4 must be submitted before the closing date in October 2024.

6. Where do I find out the dates for examination periods, release of examination results, graduation etc.?

Download the academic calendar from the TU Dublin website. This includes the start and finish dates for the exam periods that take place in January, May and August, the dates on which results will be released and the dates of the graduations. The detailed exam timetable is uploaded to the TU Dublin website approximately 4 weeks in advance of the examinations.

7. I was unable to sit an examination in January or May and I wish to sit the examination in August.

Students must apply and be granted permission in order to sit an examination in August if they did not sit the examination in January or May. If a student fails a January or May exam, they will receive an email in June informing them about how to register to sit the exam in August. If you are unable to sit a January or May exam, complete the online “examination deferral application form” under “exam forms” on the TU Dublin website.

Students who don’t apply to defer an exam will have their result capped at a pass grade.

Students must pass all 1st year modules in order to move into 2nd year of the programme.

8. How is the grade of my award determined?

The grade of your final award is based on your results in 2nd year (award year)

9. What are the consequences of submitting coursework after the submission time/date?

Coursework should be uploaded to moodle on or before the submission time/date. Students who submit their coursework late will have their results capped at 40%. Students can apply for an extension to their coursework by contacting their lecturer and supplying a medical certificate.

10. What documentation do I need to apply for my PSRA license?

Students who have passed all 1st year modules will receive a link to Registry by email within a month or so following the release of the exam results which happens in June. By logging on to Registry, they can download their 1st year transcript showing that they have gained 60 ECTS. Print off this transcript and keep it in a safe place. The same thing will happen following the release of the results in June the following year. At that time, follow the link and print off your 2nd year transcript which will confirm that you have gained a further 60 ECTS. Both transcripts should be sent to the PRSA as part of your license application.

Students who sit any of the August supplemental examinations will receive a link to Registry the following September/October.

11. How can I contact one of the lecturers and what is the escalation procedure?

The university uses the following system for staff email addresses – firstname.lastname@tudublin.ie

If you have difficulty making contact with the lecturer, please contact Paul Campbell, Course Leader – paul.campbell@tudublin.ie

If you do not receive a response, please contact Niall Deegan, Programme Chair – niall.deegan@tudublin.ie

12. Where can I obtain a copy of the list of modules and the syllabus for each module?

This will be uploaded to moodle.

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