

## PROPERTY DEVELOPMENT COURSE – LEVEL 3 AWARD



The **Property Development - Level 3 Course** acts as a unique introductory guide for anyone with ambitions to set up in the property development business.

If you don't know where or how to start, this course is absolutely right for you. Before entering the challenging world of property development, there is a need to get a good grounding in the subject before embarking on what can be a very exciting and potentially rewarding career, and that's what this unique course gives you.

The course will take you step-by-step through the thought and learning processes involved in getting on the property development ladder.

In a highly structured and clear manner, you will gain a wealth of information and learn important skills needed to prosper in this challenging business.

### The course consists of the following 20 Units:

#### Unit One – Introduction

This Unit contains the following topics: What is property development?; Who are property developers?; Key job description; Work Conditions; Personal Requirements; How can you benefit from property development?; Who can develop properties?; Landowners; Where to buy property; Professional involved in Property Development.

#### ➤ Unit Two – The Credit Crunch

This Unit contains the following topics: The Credit Crunch explained; How can you benefit from the housing market crash?; Methods to overcome the Credit Crunch; Become you own estate agent; Sit it out; Create several sources of revenue; A work partner; Methods of finding finance; Control your outgoings; Re-evaluate you property portfolio; and Stay focused and be strong.

#### ➤ Unit Three – Property Research

This Unit contains the following topics: Before you start; National market v local market; What types of properties can I buy?; Where can I find out about what property is available?; Where to really look; Land Acquisition; Finding property to invest; Do your research; Local neighbourhood analysis; flood area check; Will your project be profitable.

#### ➤ Unit Four – Property & the Law

This Unit contains the following topics: Freehold or leasehold; Conveyancing; Restrictions and covenants; Selling a property; Types of surveys; The legal process; Gazumping and gazundering; Knowing your rights; Project particulars; What to look out for; Top tips for buyers and sellers; Key terms; What if there's a problem?; Useful addresses; Checklist for buying property; and Property and Legal Glossary.

#### ➤ Unit Five – Types of Property

This Unit contains the following topics: Where to buy; How to find a bargain; Making an offer; Types of property; Listed buildings; When is a building worthy of listing?; and Principles of selection.

**Price:**  
£295.00

**Instalment Options:**  
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £145.00, followed by 3 monthly payments of £50.00.

**Course Format:**  
Paper Based Course Materials

**Assessment:**  
Coursework

**Approximate Study Time:**  
100 Hours of Self Study

## ➤ **Unit Six – Finances**

This Unit contains the following topics: Plan carefully; Available equity; Raising funds from family and friends; Gearing; Mortgages; Insurance on mortgages; Loans and overdrafts; Investment syndicate; Grants; Government and Council schemes; Shared ownership; Who is eligible?; How much does it cost?; Taxes and fees; Ongoing monthly costs; and Property cost checklist

## ➤ **Unit Seven – Plans & Drawings**

This Unit contains the following topics: Locations; Lifestyle; Size of family; Environment; Law and the government; Reasons for building a home; How to design house plans; and Sample plans.

## ➤ **Unit Eight – Building Regulations**

This Unit contains the following topics: What are building regulations?; Why comply with building regulations?; What building work should comply with building regulations?; What the regulations cover; Buildings and building work exempt from building regulations; How to apply for building regulations approval; Local authority building control service;

A full plans application; Building notice; Approved inspectors' building control service; Consulting your neighbours; How building regulations are enforced and how to appeal; How are the building regulations enforced?; and What happens if you disagree with a local authority's enforcement notice?.



## ➤ **Unit Nine – Planning**

This Unit contains the following topics: Structure; Do you need planning permission?; Learn how to make an application; The planning process; Surveys; Buy to let; Yield; Building a buy to let portfolio; Do I need permission to rent my property?; Where to advertise?; Accommodation Agencies; Tax implications of renting out property; Who should pay the Council Tax?; Do I have to take an inventory of the property?; Insurance; Written agreement; Stamp duty; and Saleability.

## ➤ **Unit Ten – Project Management**

This Unit contains the following topics: Who is going to manage your project?; Managing a project yourself; Appointing a Project Manager; The Management Brief; and Questions you should ask yourself.

## ➤ **Unit Eleven – Renovation of Properties**

This Unit contains the following topics: Clearing out for a renovation project; General renovation tips; Work schedule; Information you need to gather; Renovation a bathroom; Renovating a basement; Windows and lighting; Building a home office; Building a garage; Construction costs; Quotes to secure; Building Regulations; Gas and electrical; Energy efficiency; and Decoration.

## ➤ **Unit Twelve – Buying a Property at Auction**

This Unit contains the following topics: Do your research; Auction regulations; Reconnaissance trip; Unsold lots; Set a limit for yourself; Be dispassionate; Persistence; and Checklist.

## ➤ **Unit Thirteen – Buying Off Plan Properties**

This Unit contains the following topics: What is Off-Plan property?; Why buy property that hasn't been built?; Advantages of buying off-plan; Disadvantages of buying off-plan; Snagging; Using a Property Investment Company; Checklist; What types of Off-Plan property are there?; Subject to planning; 12 month plus build programme; Buying into an existing development; Back-to-Back and Assignable Contracts; and Assignable contracts.

## ➤ **Unit Fourteen – Marketing your Property**

This Unit contains the following topics: Putting together a marketing strategy; Tips on a sales strategy; Advertising on the internet; 'For Sale' Boards; Wording your property adverts; Photographs; Estate Agents; and Multi agency.

## ➤ **Unit Fifteen & Unit Sixteen – Buying Property Abroad**

These Units contain the following topics: Looking at properties; Buying property in Scotland; Pricing of property; The buying process; Valuation; Making an offer; Factors; Buying Property in Ireland; Buying Process; Foreign market; Buying without a lawyer; Legal Advice; Financing your property abroad; Security; Capital gain potential; Tax; Estate Agents abroad; Bulgaria; Barbados; Safety and security; Local travel; Local laws and customs; and Natural disasters.

## ➤ **Unit Seventeen & Unit Eighteen – How to Start & Run a Business**

These Units contain the following topics: Where to start?; Chances for success?; What will it cost?; Raising finance; Government and loan grants; Know yourself; How do you want to trade? (Sole trader, Partnership, Limited company); Advantages of a limited company; Creating a business plan and The business description.

## ➤ **Unit Nineteen & Unit Twenty – Recruiting & Managing Staff Effectively**

These Units contain the following topics: Recruiting people you know; The recruitment process; The vacancy; Attracting applicants; Selection; References; The contract; Roles of pay; Benefits; and Training and development.

### **Pre-Requirements:**

There are no particular entry requirements.

### **Course Duration & Support:**

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

### **Assessment:**

You will be assessed on coursework which is detailed in the course materials. Most coursework consists of short paragraph answers to set questions. Your work can be sent back to your course tutor by email or by post.

### **Qualification:**

The award is gained from your successfully completed coursework so there is no exam to complete. On successful completion of this course students will be awarded a **Level 3 Property Development Award**.

This award has been independently accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) and is comparable to working at A Level or NVQ Level 3.



The award is issued through NCFE. NCFE is recognised as an awarding body by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.