



## **Mastery of Management Graduate Diploma**

**on**

## **Real Estate (Property) Management**

This Program provides detailed, thorough, well-planned and learner-friendly guidance of the essential concepts which need to be understood to achieve a successful professional career in the field of Real Estate (Property) Management. It is designed for anyone wishing to study and/or understand the essential concepts needed for real estate, surveying, land management, housing, property, planning and construction.



The key concepts of this interesting study and career area are arranged, defined and explained to provide key knowledge and understanding, quickly and conveniently. The most important subjects in land and property fields are introduced and written about by experts with considerable expertise of property management in the modern business environment. The course covers: Planning, Building surveying, Valuation, Law, Economics, Investment, Finance, Quantity surveying, Construction, Regeneration, Sustainability, Property management, and more. The course includes many relevant examples and illustrations and advice to encourage a deep understanding of the subjects.

## **Course Outline**

### **Module 1. Agency**

The Inspection  
Reporting to the client  
Terms of engagement  
Types of agency -  
the basis of instruction for disposal  
The marketing plan  
The marketing brochure  
Information technology in marketing  
Energy performance certificates  
Methods of disposal - private treaty  
Methods of disposal - tender  
Methods of disposal - auction  
Marketing a property - freehold sale  
Marketing a property by way of an assignment  
Marketing a property by assignment of a long ground lease  
Marketing a property to let on a new lease  
Marketing a property by way of a sublease  
The marketing process  
Negotiating  
Occupation costs  
Heads of terms  
Money laundering  
Safety and security in agency

### **Module 2. Building Surveying**

Building surveying in an estate management context  
Building pathology  
Building surveys  
Dampness in buildings  
Timber defects  
Movement in buildings  
Concrete defects  
Structural frames and floors  
Roofs and cladding  
Asbestos in buildings

### **Module 3. Commercial Property**

Commercial property  
Private investors  
Private finance initiatives  
Office market  
Industrial market  
Retail market  
Leisure market  
The health care market  
Student accommodation  
Building information modelling and commercial property

### **Module 4. Construction**

Building Cost Information Service  
Building control  
Construction firms  
Competitive tendering  
Design and build  
Modern methods of construction (off-site manufacture)  
Managing construction  
Planning and organising construction  
Managing building services  
Sick building syndrome  
Sustainable construction  
Fraud in construction

### **Module 5. Development**

Developers  
Development  
Development costs  
Development finance and funding  
Site assembly and acquisition  
Evaluation and appraisal methods  
Intensity of site use  
Public sector development  
Redevelopment  
Refurbishment  
Residual value  
Local asset-backed vehicles

## **Module 6. Economics**

Allocation of resources  
Supply and demand  
Pareto optimality  
Economic efficiency  
Market, command and mixed economies  
Externalities  
Market failure  
Cost-benefit analysis  
Perfect competition  
Imperfect competition  
Oligopoly  
Monopoly  
Economies of scale  
Mobility of labour  
Property rights  
Economic rent  
Gross domestic product  
Economic Growth  
The multiplier  
Fiscal policy  
Property cycles  
Globalisation  
The credit crunch  
Currencies and exchange rates

## **Module 7. Finance**

Banks  
Bridging loan  
Company accounts  
Debentures  
Depreciation  
Financial gearing  
Liquidity  
Freehold ground rent  
Reverse yield gap  
Sale and leaseback  
Mortgages  
Sources of finance

## **Module 8. Investment**

Investors  
The property investment market  
Commercial investment property  
Portfolio strategy  
Modern portfolio theory  
Capital asset pricing model  
Risk and return  
Real estate investment trusts  
Property unit trusts  
Active fund management  
Residential property investment and buy-to-let  
Mortgage-backed securities  
Land banking  
Property indices  
Discounting and discount rates  
International and property investment  
Transparency index  
Corporate real estate asset management

## **Module 9. Land management**

Archaeological sites  
Coastal and marine heritage  
Farm buildings  
Fishing and fishing rights  
Trees and forestry  
Historic parkland  
Protected landscapes  
Religious buildings  
Waste disposal sites  
UK National Parks

## **Module 10. Law**

Contracts  
Legal definition of land  
Fixtures and chattels  
Ownership of land  
Trusts and co-ownership of land  
The lease/licence distinction  
Land registration  
Freehold covenants  
Easements and profits a prendre  
Easements - rights to light  
Manorial land and chancel repair liability  
Wayleaves

Common land and town and village greens  
Highways  
Option agreements  
Conditional contracts  
Promotion agreements  
Overage/clawback  
Pre-emption rights  
False statements and misleading omissions

### **Module 11 Planning**

Legislation and planning policy  
Strategic policy  
Green belt  
Planning decision making  
Listed buildings and conservation areas  
Neighbourhood planning  
Transport and infrastructure planning  
Minerals planning  
Settlement hierarchy  
Planning obligations  
Community infrastructure levy  
Planning appeals

### **Module 12. Property asset management**

Property asset management  
Leases in commercial property  
Breach of covenant  
Commercial service charges  
Rent  
Rent reviews  
Proactive management to recover rent  
Landlord and Tenant Act  
Squatters and adverse possession  
Alienation  
Exit strategies  
Health & safety  
Dilapidations  
Insolvency  
Facilities management

### **Module 13. Quantity Surveying**

Measurement and quantification  
New rules of management  
Cost planning and cost control  
Life cycle costing  
Construction law

Alternative methods of dispute resolution  
Standard forms of contract  
Bespoke contracts  
Contractual claims  
Project management  
Partnering  
Procurement methods  
Contract administration  
Cost value reconciliation  
Cash flow  
Benchmarking  
Value management  
Risk management  
Building information modelling  
Expert witness

### **Module 14. Regeneration**

Defining urban regeneration  
Development corporations and regeneration agencies  
Neoliberal urban policy  
Compact cities and urban sprawl  
Shrinking cities  
The urban renaissance  
Enterprise zones  
Partnership working  
Funding and finance for regeneration  
Brownfield land  
Contaminated land  
Gap funding  
Community engagement  
Gentrification and abandonment  
Social enterprise  
Area-based initiatives  
Tax increment financing

### **Module 15. Residential Property**

The private rented sector  
The social housing sector  
Owner occupation  
Housing tenure - other forms of ownership  
Affordability in housing  
Homelessness  
Housing management:  
social housing:  
allocating property  
rent collection and recovery  
repairing property  
managing tenancies

private rented sector:  
allocating property  
rent collection and recovery  
repairing property  
managing tenancies  
Housing support:  
independent living  
specialist supported housing  
specialist supported housing  
Housing an older population

## **Module 16. Sustainability**

Sustainable development  
Biomass  
Building Research Establishment  
Environmental Assessment Method  
Code for sustainable homes  
Combined heat and power  
Electric vehicles and electric vehicle  
infrastructure  
Energy policy and the built environment  
Environmental impact assessment  
Ground/air source heat pumps  
Life cycle assessment of buildings  
Retrofit  
Sustainable appraisal  
Sustainable urban drainage systems  
Solar power photovoltaics  
Solar water heating  
Wind turbines

## **Module 17. Taxation**

Direct taxes  
Income tax  
Corporation tax  
Inheritance tax  
Indirect taxes  
Value added tax  
Stamp duty  
Mansion tax and annual tax on enveloped  
dwellings  
Council tax  
Rating and uniform business rates  
Land value tax



## Module 18. Valuation

Income cash flows  
Term and reversion  
Hardcore/layer method  
The all-risks yield  
Over-rented property  
Analysing tenant incentives  
The discounted cash flow approach to valuing property investments  
Valuing vacant property  
Valuation and sustainability  
The Valuer Registration Scheme  
The comparative method  
Valuation accuracy  
Depreciated replacement cost  
Valuing leasehold interests  
Asset valuations  
Valuing trading properties

