

# QUALIFICATIONS

2025



## Qualify with TPI

Choose from three qualification routes: **Leasehold**, **Build to Rent**, and **Factoring** – each tailored to key areas of residential property management.

### Leasehold Management

Common in England and Wales, leasehold means owning the right to live in a property for a fixed term. Most leasehold homes are flats, with shared areas like hallways, roofs, and gardens managed by a block property manager on behalf of the freeholder. Leaseholders also pay a service charge for upkeep.

### Build to Rent

This is when one owner (person or company) holds the entire building, including flats and grounds, and rents out the homes. The property manager oversees everything from communal areas to individual units, acting for the landlord.

### Factoring

In Scotland, block management is known as factoring. Flat owners jointly own and maintain the building, often hiring a professional ‘factor’ to manage it.

TPI Qualifications are built around our **4 Core Elements**: **Technical**, **Health & Safety**, **Customer & Consumer**, and **Ethics & Behaviours** – the essential building blocks for every property professional.



# QUALIFICATIONS IN LEASEHOLD MANAGEMENT

## Level 2 Foundation Course and Exam in Leasehold Management

**Modules:** 5

**Course content access:** 12 months

**Study hours:** 70 (guidance purposes only)

**Start:** Any time

**Price:** £249

This online course is the first step towards full TPI Qualification. It includes five modules, each with a short quiz, and ends with a final exam.

**Modules:**

- Module 1 Introduction to Leasehold Property Management
- Module 2 Introduction to the Legal Framework in Leasehold Property Management
- Module 3 Introduction to Health and Safety in Property Management
- Module 4 Introduction to the Customer and Consumer in Property Management
- Module Introduction to Ethics and Behaviours in Property Management

**Final Exam:**

The online exam is available after completing all five modules. It includes 60 multiple-choice questions to be completed within an hour. Learners have three attempts, spaced at least 7 days apart. 70% score is required to pass.

**Exam date:**

- Any time

**Course enrolment:**

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## Level 2 Foundation Course and Exam in Retirement Development Management

**Modules:** 6

**Course content access:** 12 months

**Study hours:** 75 (guidance purposes only)

**Start:** Any time

**Price:** £149

This online course is the first step towards full TPI Qualification. It includes six modules, each with a short quiz, and ends with a final exam.

**Modules:**

- Module 1 Introduction to Leasehold Property Management for Retirement Scheme Managers and On-Site Staff
- Module 2 Introduction to the Legal Framework in Leasehold Property Management
- Module 3 Introduction to Health and Safety in Property Management
- Module 4 Introduction to the Customer and Consumer in Property Management
- Module 5 Introduction to Ethics and Behaviours in the Build Environment
- Module 6 Retirement Development Management

**Final Exam:**

The online exam is available after completing all six modules. It includes 60 multiple-choice questions, to be completed within an hour. Learners have three attempts, spaced at least 7 days apart. 70% score is required to pass.

**Exam date:**

- Any time

**Course enrolment:**

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# QUALIFICATIONS IN LEASEHOLD MANAGEMENT

## Level 3 Associate Course and Exam in Leasehold Management

**Modules: 13**

**Course content access: 18 months**

**Study hours: 162 hours (guidance purposes only)**

**Start: Any time**

**Price: £449**

**Post-nominals: ATPI**

This Ofqual accredited online course is open to learners who have passed the Level 2 Foundation course and exam in either leasehold management, or retirement development management.

It includes 13 modules, each with a short quiz, plus a mock exam to help prepare for the final online exam.

### **Modules:**

Module 1	Introduction to the Residential Built Environment
Module 2	The Legal Background to Block Management
Module 3	Your Role in Property Management
Module 4	Introduction to Landlord and Tenant Law
Module 5	Introduction to Finance for Property Managers
Module 6	Financial Management
Module 7	Introduction to Health & Safety
Module 8	Managing the Building
Module 9	Maintaining the Building
Module 10	Other Legal Topics Review
Module 11	Affordable Housing and Mixed Tenure Management
Module 12	Customer & Consumer
Module 13	Ethics & Behaviours

### **Final Exam:**

The exam is held online every three months. It is invigilated via secure software, with technical support available. The exam lasts 1 hour 30 minutes, pass mark is 60%.

### **Exam date:**

- Wed 4th June – 10am
- Wed 1st October – 10am
- Wed 3rd December – 10am

### **Course enrolment:**

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## Level 4 Member Course and Exam in Leasehold Management

**Modules: 6**

**Course content access: 24 months**

**Study hours: 205 (guidance purposes only)**

**Start: Any time**

**Price: £549**

**Post-nominals: MTPI**

This Ofqual accredited online course is open to learners who have passed the Level 3 Associate course and exam in leasehold management.

It includes six modules, each with a short quiz, plus a mock exam to help prepare for the final online exam.

### **Modules:**

Module 1	Building Technology
Module 2	Staff and Team Management and Development
Module 3	Property Management Topics
Module 4	Project Management
Module 5	Customer and Consumer
Module 6	Ethics and Behaviours

### **Final Exam:**

The exam is held online every six months. It is invigilated via secure software, with technical support available. The exam lasts 2 hour 30 minutes, pass mark is 60%.

### **Exam date:**

- Wed 21st May – 10am
- Wed 19th November – 10am

### **Course enrolment:**

**CLICK HERE TO  
ENROL NOW** 



# QUALIFICATIONS IN BUILD TO RENT

## Level 2 Foundation Course and Exam in Build to Rent

**Modules:** 5  
**Course content access:** 12 months  
**Study hours:** 70 (guidance purposes only)  
**Start:** Any time  
**Price:** £249

This online course is the first step towards full TPI Qualification. It includes five modules, each with a short quiz, and ends with a final exam.  
Successful candidates receive free membership to The Association For Rental Living (ARL).

- Modules:**
- Module 1 An Introduction to Build to Rent Property Management
  - Module 2 An Introduction to the Legal Framework in Build to Rent Property Management
  - Module 3 An Introduction to Health and Safety in Property Management
  - Module 4 An Introduction to the Customer and Consumer in Property Management
  - Module 5 An Introduction to Ethics and Behaviours in Property Management

**Final Exam:**  
It's a 60-question, multiple-choice exam, accessible after completing all five modules. Learners have three attempts, spaced at least 7 days apart, to complete it within one hour. The pass mark is 70%.

**Exam date:**  
• Any time

**Course enrolment:**  
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## Level 4 Member Course and Exam in Build to Rent

**Modules:** 9  
**Course content access:** 24 months  
**Study hours:** 173 (guidance purposes only)  
**Start:** Any time  
**Price:** £1,198  
**Post-nominals:** MTPI

This Ofqual accredited online course is open to learners who have passed the Level 2 Foundation course and exam in Build to Rent management. It includes nine modules, each with a short quiz, plus a mock exam to help prepare for the final online exam.

Successful candidates will receive free membership to The Association For Rental Living (ARL).

- Modules:**
- Module 1 Key Principles
  - Module 2 Customer Care
  - Module 3 Portfolio Management
  - Module 4 The PRS, BTR, Design, Planning and Sustainability
  - Module 5 An Introduction to Traditional Residential management
  - Module 6 Building Management
  - Module 7 Residential Letting and Management 1
  - Module 8 Residential Letting and Management 2
  - Module 9 Health & Safety

**Final Exam:**  
The exam is held online every six months. It is invigilated via secure software, with technical support available. The exam lasts 2 hour 30 minutes, pass mark is 60%.

**Exam date:**  
• Wed 17th September – 10am

**Course enrolment:**  
[CLICK HERE TO ENROL NOW](#) 

# FACTORING

## Professional Diploma in Property Factoring

**Modules:** 7

**Course content access:** 24 months

**Study hours:** 280 (guidance purposes only)

**Start:** Any time

**Price:** £595

**Post-nominals:** MTPI

The qualification is on the Scottish Credit and Qualification Framework (SCQF).

This online course is open to learners without prior qualification in Factoring.

It includes seven modules, each with a short quiz, plus a mock exam to help prepare for the final online exam.

### Modules:

- |          |   |
|----------|---|
| Module 1 | Introduction to Property Factoring                                |
| Module 2 | Property Factoring – Historical, Legislative and Cultural Context |
| Module 3 | Legal Matters in Factoring Practice                               |
| Module 4 | Managing Factored Property  |
| Module 5 | Building Technology   |
| Module 6 | Health and Safety   |
| Module 7 | Finance and its Management  |

### Final Exam:

The exam is held online every six months. It's invigilated via secure software, with technical support available. The exam lasts 2 hour 30 minutes, pass mark is 60%.

### Exam date:

- Wed 10th September – 10am

### Course enrolment:

**CLICK HERE TO ENROL NOW** 



# EXAM WORKSHOPS

## Exam Prep Workshops: Level 3 Associate & Level 4 Member (Leasehold Management)

These online half-day webinars cover the exam syllabus, structure, and key preparation tips. Time management advice and interactive discussions based on real-life property management scenarios included.

All workshops available at 9am or 1:30pm.

Upcoming workshops:

### Level 3 Associate Exam in Leasehold Management

Thu 4th September  
Thu 18th September

Wed 5th November  
Thu 20th November

Course enrolment:

[CLICK HERE FOR MORE INFORMATION](#) 

### Level 4 Member Exam in Leasehold Management

Thu 16th October  
Thu 6th November

Course enrolment:

[CLICK HERE FOR MORE INFORMATION](#) 

# HOW DO I START?

## Joining is Easy – [Click Here To Register](#)

All new members begin at Affiliate level. Associate (ATPI) and Member (MTPI) status may be available to existing Affiliates or new applicants, subject to passing the Level 3 or 4 exam. TPI Qualifications are exclusive to members.

Membership levels:

### Affiliate

**ATPI**  **Associate**

**MTPI**  **Member**

**FTPI**  **Fellow**

For membership enquiries, email [info@TPI.org.uk](mailto:info@TPI.org.uk) with your CV, certificates, and completed application form.



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## CONTACT US

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