

Background Information

The IRPM was launched in early 2002 as a means of delivering a portable professional qualification in residential property management, available to anyone working in the sector and one which would be accepted by all those operating within it. Initially supported by the Association of Residential Managing Agents (ARMA), the Association of Retirement Housing Managers (ARHM) became a sponsor in July 2002 followed by the Property Managers Association Scotland (PMAS) in November 2002.

The Institute incorporated to be limited by Guarantee in April 2007.

The Institute's aim is to meet the following objectives:-

- Raise standards in the sector
- Provide individuals with independent accreditation as to their professional skills
- Provide a career development path
- Aid in the process of recruiting new entrants to the sector
- Assist practitioners in assessing job applicant capabilities
- Provide opportunities for continuing professional development
- Generally improve the standing of the sector in the eyes of the public

The Institute offers a hierarchy of membership grades based on defined criteria, these grades are Fellow, Member, Associate and Affiliate – full details of these grades appear overleaf.

The Institute is a self-governing body with a defined Constitution and Rules, underpinned by a Code of Professional Conduct and is funded by membership contributions and other revenue deriving from its activities.

IRPM Examinations

In order to progress through the levels of membership individuals can sit the IRPM's Part I and Part II examinations, both of which have a set syllabus.

Please note that the syllabus for Scotland differs from that for England & Wales as the laws governing block management in Scotland vary.

Part I Exam

The IRPM has developed its own Part I Examination for England & Wales and Scotland which allows Affiliates of the Institute with at least one year's experience within the sector to upgrade to Associate membership upon passing.

Syllabus - England & Wales

The Part I Exam in England & Wales is based upon the contents of an Open Learning Course in Residential Block & Estate Management published by Asset Skills in a joint venture with ARHM, ARLA, ARMA, CIH, IRPM, NAEA and RICS. The OLC is available online and a subscription is paid for a years access to the site. More information and a link to the site can be found on the Syllabus & Examinations page on the IRPM website.

Syllabus – Scotland

The Part I Exam in Scotland is based on a Distance Learning Pack (DLP) in Residential Block Management that was developed by IRPM and is currently available on request from the Secretariat.

Part II Exam

The IRPM has commissioned the Chartered Institute of Housing (CIH) to design and run the Part II Exam which takes Associates with three years experience in the sector to the grade of Member upon passing. Full information on the exam including a link to the relevant page on the CIH website can be found on the Syllabus and Examinations page of the IRPM website.

Criteria for grades of IRPM membership

AFFILIATE (no designation) - annual subscription £55

Affiliation will be offered to those applicants whose time served, or qualifications obtained to date, are insufficient to meet those required for Associate membership. As such it is a recognition that the individual concerned accepts the Institute's Code of Professional Conduct and wishes to pursue career development through the IRPM.

An Affiliate must take the IRPM Part I Exam within two years of becoming an Affiliate or the status will be withdrawn. As such, Affiliates are not members of the Institute and therefore have no designatory letters or voting rights.

ASSOCIATE (AIRPM) - annual subscription £80

This grade of membership will be offered to those applicants whose experience in the residential property management sector meets the following criteria:

- He or she has 1 years' current relevant experience in, or supporting, residential property management and has achieved the IRPM Part I qualification

OR

- He or she has 1 years' current relevant experience in, or supporting, residential property management and has an appropriate relevant qualification from an IRPM recognised awarding body. (See Schedule of Qualifying Criteria)

MEMBER (MIRPM) - annual subscription £110

A Member will be an experienced practitioner in residential property management and the application will be considered on the basis of the following criteria:

- He or she has 3 years' current relevant experience in, or supporting, residential property management and has achieved the Part I (or is already an Associate) and Part II IRPM qualifications.

OR

- He or she has 3 years' current relevant experience in, or supporting, residential property management and has an appropriate relevant qualification from an IRPM recognised awarding body. (See Schedule of Qualifying Criteria)

FELLOW (FIRPM) - annual subscription £110

This grade of membership may be awarded by the IRPM Board of Governors to those members who have ten years current, relevant experience in residential property management and whose greater experience and time served are such that they will have made a significant contribution to the development of the sector over and above that made to their own business or employer. Potential candidates will be identified from details they provide in a special application form and they may be invited to attend an interview to determine their standing in this regard.

Members may also be eligible to upgrade to Fellow on one or more of the following:

- In recognition of their contribution to leasehold management with another relevant organisation
- Where in the opinion of the Governors, the member has made a significant contribution to the work of the IRPM or another relevant organisation
- Upon production of a written work on a subject relevant to leasehold management (or any aspect thereof) of not less than 2500 words which has either been published or is of such quality as in the opinion of the Governors, it would benefit the IRPM membership by its circulation or publication.

The aim is to check the candidate's intellectual capacity and maturity and the Governors will be looking at their competence with regard to literacy, technical content, presentation, numeracy and a well-researched article which could include illustrations or charts and tables.

INFORMATION ON APPLYING

Please note that there is a non-refundable, one off application fee of £50 payable when applying for all levels of membership. Please submit the original application form and all relevant supporting documentation:

- Application form (please detach)
- Appropriate fee (£50 application fee + annual subscription fee)
- Copies of relevant certificates / qualifications
- Summary of relevant experience (either CV or covering letter)
- Current job description

NB: Please detach this sheet from the application form prior to sending and keep for your information.

Institute of Residential Property Management Application for Membership or Affiliation

Please complete BOTH SIDES of this application form and return to the IRPM with the required enclosures.

Please use BLOCK CAPITALS and indicate the grade of membership being sought by ticking the appropriate box below

MEMBER ASSOCIATE AFFILIATE

1. Personal Details

Title - Mr / Mrs / Miss / Ms / Other: _____

First Name(s): _____

Surname: _____

Post Nominal Letters: _____

Date of Birth: _____

Home Address: _____

Telephone: _____

Mobile: _____

Email: _____

2. Business Details

Company: _____

Job Title: _____

Office Address: _____

Telephone: _____

Mobile: _____

Work Email: _____

Is your company a member of:

ARMA ARHM PMAS

3. Experience & Current Responsibilities

Number of years experience in Residential Property Management: _____

Number of years at senior level: _____

Number of units you manage: _____

If you have staff reporting to you, how many? _____

Total value of budgets you prepare (£): _____

Additional information in support of application: _____

4. Administrative Information

Where do you want correspondence sent?

Home Office

How did you hear about IRPM?

Colleague Direct Mail Website Other

Please specify _____

5. Data Protection

The personal information in this form is confidential between the applicant and the IRPM. Data held by the IRPM may be used anonymously for reports and statistical analysis. However from time to time the IRPM may send you direct mails on behalf of third parties.

I hereby give permission to receive such mailings.

Yes No

Signature: _____

6. Members In Support Of Application

In signing this form members are supporting this application for membership, confirming that in their opinion the applicant meets the relevant membership criteria and that the information provided is accurate to the best of their knowledge.

PROPOSING MEMBER

Name: _____

IRPM Number: _____

I confirm that I have known the applicant for: _____

Comments (if any): _____

Signature: _____

Date: _____

SECONDING MEMBER

Name: _____

IRPM Number: _____

I confirm that I have known the applicant for: _____

Comments (if any): _____

Signature: _____

Date: _____

If you do not know any IRPM members then a reference from someone that has known you in a professional capacity will suffice. If you have any queries then please contact the Secretariat.

7. Important Enclosures

When returning your application, please remember to include all of the following.

MEMBER

- Application fee of £50 and annual subscription fee of £110 (total £160)
- CV / letter detailing relevant experience
- Signed job description covering your current position
- Copies of any relevant educational or qualification certificates and / or details of other relevant experience

ASSOCIATE

- Application fee of £50 and annual subscription fee of £80 (total £130)
- CV / letter detailing relevant experience
- Signed job description covering your current position
- Copies of any relevant educational or qualification certificates and / or details of other relevant experience

NOTES: Applications for Member and Associate grades are open to all persons employed in the residential property sector and to all those applicants holding an equivalent professional qualification that has come from an IRPM-recognised awarding body - details of which are set out on the Schedule of Qualifying Criteria enclosed.

All applications for Member and Associate grades are sent to one of the IRPM Board of Directors for review.

AFFILIATE

- Application fee of £50 and annual subscription fee of £55 (total £105)
- CV / letter detailing relevant experience
- Signed job description covering your current position

8. Fees & Subscriptions

The application fee is non-refundable. Cheques should be made payable to the Institute of Residential Property Management Ltd. Subscriptions are renewed annually on 1 April. If an application is not accepted for the grade requested but given a lower grade a refund for the difference will be issued.

When complete return to:

The Institute of Residential Property Management Limited
178 Battersea Park Road, London, SW11 4ND
T. 020 7622 5092
F. 020 7498 6153
info@irpm.org.uk
www.irpm.org.uk