

## Introduction to the Event

The IRPM Part I Examination is based entirely on the contents of the Residential Block & Estate Management Introductory Open Learning Course 2007 (OLC) published by Asset Skills in a joint venture with ARLA, ARMA, ARHM, CIH, NAEA and RICS. The OLC is based on the National Occupational Standards for Residential Block Management. It incorporates all relevant legislation in force at the date of its publication and has a higher technical content than previous versions due to the increase in and complexity of recent legislation.

Students are requested to prepare for this workshop by studying and having a thorough knowledge of the contents of the OLC and flagging any queries they may have which will be discussed in more detail at the workshop. In this way all attendees will benefit from the input and experience of their fellow students. Students are also requested to bring their OLC copy as it will be the only learning material in use on the day.

In addition, the Workshop will close with a session devoted to 'exam technique' which should prove invaluable in overcoming the 'fear factor' and allow students to prove their knowledge without hindrance from exam nerves.

Whilst the Workshop is aimed specifically at IRPM Affiliates intending to sit the Part I Exam, Associates and Members of the Institute may also wish to participate by way of a 'refresher course'.

## Timings

**Registration: 10.00 - 10.30**

**Workshop: 10.30 - 16.30**

Refreshments will be provided throughout the day along with a working lunch

## Booking

Please complete the booking form below and return it to the address at the bottom with a cheque (or BACS notifications made out to IRPM Ltd). Confirmation and a receipted invoice will be sent to you. Further information will be issued to students nearer the date.

Places on the Workshop are limited and are allocated on a first come, first served basis. To be sure of a place, please send your booking form with payment as soon as possible.

Attendance at this Workshop does not include entry to the IRPM Part I Exam; booking form for which can be found on the Members' Area of the website; dates of forthcoming exams are on the Diary Dates page - [www.irpm.org.uk](http://www.irpm.org.uk)

## Terms and Conditions

IRPM / CIH reserves the right at any time and without prior notice to change the venue and date of this seminar and / or the contents of the programme from those described in the leaflet.

## Continuing Professional Development (CPD)

CPD certificates of attendance will be provided on request and will count towards the IRPM voluntary CPD programme.

## Cancellations and Substitutions

Should you no longer be available to attend the seminar please inform IRPM prior to the event. We regret that unless cancellations are received in writing 14 days prior to the event any fees paid cannot be refunded. Substitutions can be made but must be received in writing prior to the event.

## Cost

IRPM Affiliates & members £175 (VAT not applicable)

Please complete the booking form below and return it to IRPM either by **Email: [carolinemckinnon@irpm.org.uk](mailto:carolinemckinnon@irpm.org.uk) / [info@irpm.org.uk](mailto:info@irpm.org.uk)** **Fax: 020 7498 6153** or **Post** to the address below:-

**IRPM Ltd**  
**178 Battersea Park Road**  
**London**  
**SW11 4ND**

Once your completed booking form is received confirmation of the booking will be sent along with full venue information. Please note that you must book in order to attend the event and spaces are limited so book early to avoid disappointment.

**Please complete one form per person (PLEASE USE BLOCK CAPITALS)**

**Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please tick appropriate boxes:  CPD Certificate required  Vegetarian  
 Paying by BACS  Cheque attached  
 Please send me an invoice

Other dietary requirements (please specify)

## Payment details

Please make cheques payable to **IRPM Ltd** and send them together with this form to:  
**IRPM Ltd 178 Battersea Park Road, London, SW11 4ND**

BACS payments - N.B. remittance advice must accompany the booking form:

**Bank:** **Natwest** **Branch:** **Beaconsfield**  
**Sort Code:** **60-02-09** **Account No:** **84041676**

**Account Name:** **Institute of Residential Property Management Ltd**