

#017.1

Real Estate Management,
Postgraduate Programme,
Incorporating Property Law.

**Leading To:** 

Postgraduate Certificate in

Real Estate Management.

Accumulating to a
Postgraduate Diploma,
with 180 additional Credit-Hours.

Postgraduate Certificate in Property Law - Page 1 of 23











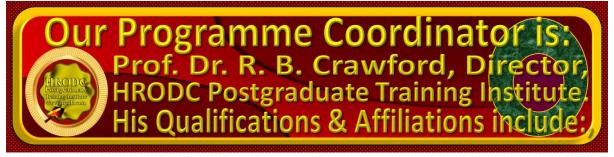












- Doctor of Philosophy {(PhD) {University College London (UCL) University of London)};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.

#### Professor Dr. Crawford has been an Academic in the following UK Universities:

University of London (Royal Holloway), as Research Tutor;



- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.

#### His responsibilities in these roles included:

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;
- Personal Tutor

#### He was formerly an Expatriate at:

- Ministry of Education, Sokoto, Nigeria;
- Ministry of Science and Technical Education, Sokoto, Nigeria;
- University of Sokoto, Nigeria;
- College of Education, Sokoto, Nigeria; and

Former Editor-In-Chief of 'Sokoto Journal of Education'.



- Asset Brokers;
- Asset Managers;
- Auctioneers;
- Bankers;
- Business Rate Assessors;
- Buy-To-Let-Investors;
- Chartered Public Accountants;

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- Chartered Surveyors;
- Chief Financial Officers:
- City Planning Officers;
- Commercial Property Investors;
- Commercial Real Estate Investors;
- Conveyancers;
- Conveyancing Solicitors;
- Corporate Accountants;
- Court Officers:
- Economic Planners:
- Electronic Conveyancers;
- Electronic Document Registration Service Providers;
- Electronic Identification Verification Service Providers;
- Electronic Lang Registry Operators;
- Enterprise Risk Managers;
- External Auditors:
- Financial Administrators:
- Financial Analysts;
- Financial Auditors;
- Financial Officers;
- Financial Risk Analysts;
- Financial Risk Managers;
- Freeholders;
- Fund Managers;
- Fundholders;
- Health and Safety Managers;
- Housing Cooperative Managers;
- Housing Department Officers;
- Housing Managers;
- Housing Trust Managers;
- Insurers;
- Internal Auditors;
- Joint Venture Investors;

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- Joint Venture Operators;
- Land Authorities' Officers;
- Land Registry Electronic Document Registration Service Providers;
- Land Registry Officers;
- Land Valuers;
- Leasehold Managers;
- Legislators;
- Licenced Conveyancers;
- Long-Term Lenders;
- Mineral Rights Officers;
- Mixed-Use Real Estate Investors;
- Monetary Officers;
- Mortgage Advisors;
- Mortgage Insurers;
- Mortgage Lenders;
- Mortgage Refinancers;
- Mortgagees;
- National Insurance Administrators;
- National Insurance Investors;
- National Insurance Security Specialists;
- Oil and Gas Estate Managers;
- Pension Fund Administrators;
- Pension Fund Administrators;
- Pension Fund Holders;
- Pension Fund Holders;
- Pension Fund Reviewers;
- Planning Agents;
- Port Authority Officers;
- Port Authority Property Managers;
- Property Administrators;
- Property Agents;
- Property Assessors;
- Property Auction Managers;
- Property Auctioneers;

Postgraduate Certificate in Property Law - Page 7 of 23

- Property Brokers;
- Property Conveyancers;
- Property Developers;
- Property Engineers;
- Property Inspectors;
- Property Insurers;
- Property Investors,
- Property Marketing Agents;
- Property Registry Officers;
- Property Sales and Marketing Officials;
- Property Sales Personnel;
- Property Searchers;
- Property Surveyors;
- Property Tax Inspectors;
- Property Valuers;
- Real Estate Administrators;
- Real Estate Agents;
- Real Estate Auctioneers;
- Real Estate Conveyancers;
- Real Estate Developers,
- Real Estate Investment Trust Officers;
- Real Estate Managers;
- Real Estate Project Managers;
- Real Estate Property Managers;
- Real Estate Valuers;
- Real Property Experts;
- Realtors;
- Redemption Officers;
- Reinsurers;
- Rentowners;
- Residential Property Investors;
- Residential Real Estate Investors;
- Revenue Authority Managers;

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Prof. Dr. R. B. Crawford, Director.

Postgraduate Certificate in Property Law - Page 8 of 23

- Revenue Authority Officers;
- Risk Managers;
- Social Security Risk Managers;
- Solicitors:
- Sovereign Wealth Managers;
- Stock Brokers;
- Stock Exchange Officers;
- Stock Exchange Operators;
- Stock Market Operators;
- Structural Surveyors;
- Subprime Mortgagees;
- Taxation Officers;
- Title Abstractors;
- Title Searchers:
- Value Engineers;
- Venture Capitalists,
- All others with an interest in Real Estate Management; Financial Risk Management; Property Management; Property Sales and Marketing and other related areas.



Postgraduate Certificate in Property Law - Page 9 of 23

















Postgraduate Certificate in Property Law - Page 11 of 23





By the conclusion of the specified learning and development activities, delegates will be able to:

- Accurately conduct an on-the spot commercial property valuation, taking pertinent factors into account;
- Accurately locate an organisation's management and workers within the 'internalexternal-stakeholder-spectrum';
- Address the extent to which external organisational accountability affect internal organisational dynamics;
- Argue on the cost effectiveness of a structural survey;
- Ascertain the importance of considering counterparty risk in evaluating contracts;
- Assess the risk and uncertainty associated with alternative outcomes;
- Assist clients in solving their problems relating to products and service;
- Calculate risk in financial exposure;
- Calculate statistics from actual data;
- Cite some risk within the financial institutions;
- Cite some strategies to manage transaction exposure;
- Cite Specific legislation and related cases relevant to particular job design issues;
- Communicate effectively with clients, colleagues, juniors and managers;
- Compare property registration in the UK with that of at least one other country;
- Conduct a property valuation of a private property, with at least 80% accuracy;
- Conduct a risk assessment:
- Construct a business plan that will be attractive to investors and fund managers;
- Construct a Completion Statement for the Seller;
- Create a match between individual capabilities and orientation, on the one hand, and job design features, on the other;
- > Decide whether the rise and fall of local currency value has an effect on real estate;
- Demonstrate a heightened understanding of Property 'Charges' and the legal bases of their registration;

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- Demonstrate a holistic approach to property marketing;
- Demonstrate a knowledge of Conveyancing in at least one other country;
- Demonstrate a working knowledge of the function and operation of a National Property Registry;
- Demonstrate an awareness of International Electronic Conveyancing (E-Conveyancing) Systems;
- Demonstrate an understanding of 'reasonable support';
- Demonstrate an understanding of the fundamentals of leadership and management;
- Demonstrate an understanding of the need to maintain a 'generalised client/ customer information system';
- Demonstrate how financial exposure risks are managed;
- Demonstrate how financial risks are quantified;
- Demonstrate knowledge about mean and statistical mean;
- Demonstrate their knowledge of the property regulation of at least one Borough;
- Demonstrate their understanding of function of the National Land Information Service:
- Demonstrate their understanding of how a local Property Registry operates;
- ➤ Demonstrate their understanding of merits and demerits of Freehold properties, on the one hand, and leasehold on the other;
- Demonstrate their understanding of the local money market;
- Demonstrate their understanding of the phases of foreclosure or repossession;
- Demonstrate their understanding of what real estate management entails;
- Describe asset behaviour and pricing implication;
- Describe financial risk in the organisational setting;
- Describe the legal and political risk environment;
- Detail the factors that should be taken into account, when conducting a commercial property valuation;
- > Determine an individual's likely reasons for investing in a derivative security;
- Determine how corporate strategy leads to effective risk management;
- Determine how credit risks are calculated;
- Determine how to manage currency risk;
- Determine the situation in which liquidity risk arises;
- Determine when a full structural survey is necessary;
- Determine when credit risk arises:



- Determine why settlement risk has been historically a particular problem in the foreign exchange markets;
- Develop a strategy to manage the relationship between themselves and the vendor, on the one hand, and themselves and the purchaser, on the other;
- Develop profit and cash flow budgets using traditional and activity-based methods;
- Discuss the factors that determine the extent to which a company might be affected by economic exposure;
- Discuss the reason for the existence of Foreign Currency Markets;
- Distinguish between a basic survey and a full structural survey;
- Draft a legally binding Conveyancing contract;
- Enumerate some sources of operating risk;
- Enumerate the different kinds of banking risk and explain each;
- Establish the link between financial risk and the market dynamics;
- Establish the link between risk and equity market;
- Establish the primary role of technology in risk management;
- Establish the role that real estate plays in depressed economies;
- Exhibit an appreciation of the need for a professional and caring relationship between the Conveyancer and his or her client, throughout the Conveyancing process;
- Exhibit an understanding of the factors that constitute an effective real estate management;
- Explain the entrenched practice regarding 'fixtures and fittings' or chattel, in residential property sale;
- Explain the requirements of the former HIPS, outlining their values and drawbacks;
- Explain the underlying principle of Financial Risk Management;
- Give the general definition of risk;
- Identify and measure currency risk;
- Identify some financial methods of measuring risk;
- ldentify sources of power in organisation and their implications for effective management and organisational control;
- Illustrate the channels of economic exposure;
- Illustrate the models towards understanding risk;
- Incorporate the notion of 'market value' in property valuation;
- Indicate the effects of risk in the economy;
- Indicate the factors that contribute to fatigue and fatigue reduction;



- Indicate the legal requirement associated with International Trade in their own country;
- Indicate the part that real estate management plays and can play in expanding economies;
- Indicate their understanding of the operations of the international money market;
- Indicate when translation exposure occurs;
- Lead discussions on the Future's Market Risk;
- Lead lungsful discussions on the sensitivity analysis as risk management;
- Manage risk with forward contracts;
- Obtain and evaluate documents from 'Land Register Online';
- Outline some likely deceptive issues that influence property valuation;
- Outline the merits and demerits of Freehold and Leasehold property ownerships;
- Produce a Completion Statement for the Buyer;
- Provide a non-technical explanation of pertinent clauses in Deeds and Covenants;
- Provide an objective view of the result of a property inspection;
- Provide relevant guidance to buyers and sellers, on Property Auctions;
- Relate the pertinent factors in private property valuation;
- Specify risks that are associated with socio-cultural change;
- Specify some qualitative approaches to financial risk assessment;
- Specify what are involved in managing fraud risk;
- Suggest a scientific approach to property inspection;
- Suggest the effect that depressed economies have on Real Estate Management;
- Suggest the types of organisations that are susceptible to transaction exposure;
- Suggest whether the Scottish 'Blind-Bidding System' averts the practise of Gazumping.
- Synthesize current or suggested information to make predictions on the extent to which a particular economic trend is likely to affect, negatively or positively, real estate value;
- Use PESTEL in explaining Financial Risk Management.



Postgraduate Programme Outline.
While, so far, we have Provided Pertinent Information, Incorporating:
Learning Objectives, Duration, Cost Target Audience, & Coordinator.
We have withheld Details of Course Contents, Concepts, & Issues.
Delegates will receive the Specifics in attendance, At our International Locations, & Online.



Postgraduate Certificate in Property Law - Page 16 of 23







Postgraduate Short Courses are of a minimum of five days' In-Venues (10 days' Online) but less than 6 weeks' In-Venues (less than 10 weeks' Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Venues (10- and 20-weeks' Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive In-Venues Study, or 10 Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-Venues or 20 weeks. They might also be taken through a blend of



both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. Please click to view and download our List of Specialist Postgraduate Certificate, and Postgraduate Diploma Programmes



## Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both In-Venues and Online Deliveries. Each Five-Day In-Venues, or a Ten-Day Online (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day In-Venues (12-day Online) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

- 1. Diploma Postgraduate in Organisational Change Management, 30 Credit-Hours;
- 2. Diploma Postgraduate in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:
- **3.** Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:



- **4.** Diploma Postgraduate in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
- **5.** Diploma Postgraduate in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

### **Postgraduate Diploma Award**

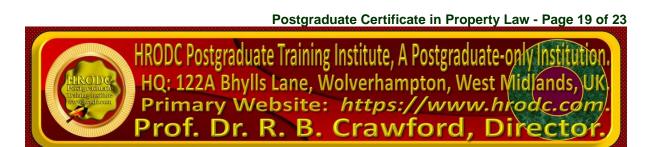
A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

## **Postgraduate Certificate Award**

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

# **Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards**

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, 'Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.



## Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are exemplified above, under the heading 'Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles'.

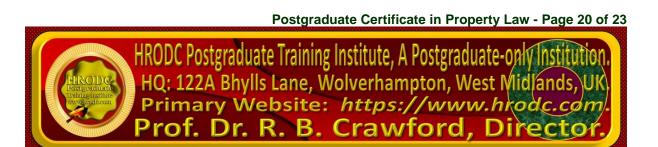


Applicants for Diploma – Postgraduate; Postgraduate Certificate; and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;
- ➤ A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

### **Admission and Enrolment Procedure**

- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which will assess applicants' suitability for the Course or Programme for which they have applied;
- ➤ If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;



- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary Immigration Documentation, to support their application;
- Joining Instruction will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:
  - Venue Name, Location, with specific address;
  - Details of Airport Transfer, where appropriate;
  - Start date and time;
  - Registration details;
  - Daily Schedule;
  - Local Transportation Details;
  - Residential Accommodation Details;
  - Leisure and Shopping Facilities, in the area;
  - General Security Information; among others.



Because of the intensive nature of our Courses and Programmes, for In-Venues, and Online modes, assessment will take place during or at the end of the 'active teaching period', adopting differing formats. These structures include, but are not limited to:

- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;
- 'Out-of-Class Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:



- Diploma Postgraduate Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.



You might study a Postgraduate Diploma, or Postgraduate Certificate, in 20 or 10 weeks, respectively, in the comfort of your offices or homes, through our Postgraduate Training Institute's Online Delivery Mechanism. We are committed to your achieving the 360 or 180 Credit-Hours, respectively, in line with our Regulation, within the stipulated timeframe. The direct "Student-Lecturer-Contact-Times" of 3 hours per day, 6 days per week will ensure that these requirements are met. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.





Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service\_Contract\_Terms\_and\_Conditions\_Service\_Details\_Delivery Point Period Cancellations Extinuating Circumstances Payment Protocol Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.



Postgraduate Certificate in Property Law - Page 23 of 23

