

RLAAS Guide to Continuous Professional Development (CPD)

1. What is CPD?

CPD is a common approach in most professions that helps ensure competence to practice. Relevant knowledge and skills are maintained by taking a structured approach to learning. CPD can involve any relevant learning activity, whether formal and structured or informal and self-directed.

Please Note: *If you have attended a training course during the previous 5 years then declare this within your CPD record. Many landlords may, as a result, have already achieved the required 10 CPD points and will therefore become accredited on application.*

Relevant activities qualify for an amount of CPD which is recorded as CPD points. These points vary depending upon the type of activity undertaken.

RLAAS has approved a wide range of qualifying CPD which will be appropriate in supporting our members. Residential Landlord Association (RLA) training courses and events are all approved and qualify for CPD points. RLAAS also accepts relevant training and events/activities organised by other organisations.

2. Who must maintain CPD?

The landlord applying for RLAAS membership must maintain their own CPD and meet these CPD requirements.

Where the landlord business is a partnership, limited company or a trust then the most relevant partner, director or trustee ("the Principal") who is responsible for the management of the rented portfolio must maintain the CPD on behalf of the business as a whole in accordance with these requirements.

All other partners, directors, trustees and staff who are involved in the management of privately rented accommodation are recommended to meet the CPD requirements but this is not currently a condition of membership.

Any CPD activities undertaken by partners, co-directors, or trustees can be recorded by the Principal within their own CPD section of the RLAAS website for the benefit of the company accreditation.

3. How many CPD points are needed?

Accredited Landlords must maintain a minimum of 10 CPD points. At least 5 of these points must be achieved by having completed an RLAAS recognised “**Core**” training course. RLAAS members unable to maintain the required 10 CPD points (with good reason) will be given an opportunity to meet the requirements within 3 months.

If an Accredited landlord does not achieve the annual 10 CPD point requirement their membership status will revert to Registered RLAAS Member to allow them an opportunity to achieve their CPD. If CPD is not then achieved within two years the RLAAS membership will lapse.

4. What is “Core” Training?

To ensure that accredited landlords possess the basic knowledge and skills required for successful property management they must complete an RLAAS recognised landlord training course based upon the content of the ANUK Landlord Development Manual. This “**Core**” training provides the foundation of landlord development.

A “Core” training course must be successfully completed within 12 months of applying for membership and becoming a “Registered RLAAS Member”. The training may be completed through an on-line or venue based course.

5. Which “Core” training courses are recognised?

The following RLA courses are recognised for the award of 5 Core CPD points:

- **RLA Principles of Lettings Course (venue based course)**
- **RLA Principles of Lettings Course (on-line learning)**

RLAAS also recognises the following “core” training courses required for membership of some other landlord accreditation schemes which also qualify for 5 CPD points:

- London Landlord Accreditation Scheme (LLAS)
- West Midlands Landlord Accreditation Scheme (WMLAS)
- Wales Landlord Accreditation Scheme (WLAS)
- National Landlord Accreditation Scheme (NLAS)

The National Landlords Association (NLA) and other accreditation scheme training courses are not yet recognised for “**Core**” training but they can be included in “Other Training” and will qualify for up to 5 CPD points. Members with these qualifications should consider undertaking one of the other recognised core training schemes to supplement and update their training.

Important Note:

Landlords who have successfully completed the RLA and other RLAAS recognised “Core” training courses are recommended to regularly undertake further “Core” training especially in times of significant changes and developments in the private rented sector. This will assist members to maintain up to date knowledge in respect of recent changes in legislation and best practice.

Useful Note: Completion of the RLA on-line training course – Principles of Lettings Online provides a quick and convenient way to achieve core training which can be completed at a time and pace to suit the landlord.

6. What other activities qualify for CPD?

Landlords can obtain CPD points for the following activities:

- Successful completion of other relevant landlord/ housing related training courses
- Membership of the Residential Landlord Association or other recognised landlord organisation
- Attendance at Landlord Forum meetings
- Attendance at relevant landlord, housing or property related exhibitions
- Attendance at relevant landlord, housing or property related seminars or workshops
- Completion of relevant study courses for landlord, property or housing related qualifications
- Research, on-line study, relevant reading that is verifiable

7. How long do CPD points last for?

The 5 “Core” training CPD points is valid for 5 years from the date of completion. All other CPD activities are valid for a period of 1 year from date of completion.

The 5 CPD points for Membership of a recognised landlord organisation is valid for the period of membership - normally up to 1 year.

The RLAAS scheme is a “live” system that monitors how many valid points a member has at any point in time. When points for an activity expire (after 1yr or 5yrs) it will reduce a member’s total CPD by that amount and when new activity points are added it will increase the current total. Members need to maintain their current CPD total at 10 points or more.

8. How many CPD Points are available for different activities?

Full day training events qualify for 5 points and half day events qualify for 3 points. Otherwise points are generally awarded on the basis of 1 point for each hour of training or development activity.

Completion of training which results in a qualification and award of membership to a professional body such as RICS, ARLA etc is awarded 5 points.

CPD points system

a) Core Training (compulsory) Points valid for 5 yrs.

Completion of RLA Principles of Lettings Course (Venue based) - **5 points**
Completion of RLA On-line Course Principles of Lettings - **5 points**
Completion of approved course based on ANUK Landlord Development Handbook including: LLAS, WMLAS, WLAS & NLAS - **5 points**

b) Other Training (Points valid for 1 yr.)

Completion of the following RLA Training Courses / Workshops:

Complete Letting Agents Course - **5 points**
Utilities Safety Course - **3 points**
HMO Licence Course (Leeds & Sheffield landlords only) - **5 points**
Universal Credit/LHA - **3 points**
Completion of a 1 day property/housing related training course/workshop - **5 points**
Completion of a study course for property / housing related qualifications E.g.
ARLA,
NALS, ARMA, NAEA, RICS - **5 points**
Completion of a ½ day property/housing related training course/workshop - **3 points**
County Court Small Claims Proceedings Course - **3 points**
Property Inventory Course - **3 points**

c) Membership of Landlords Association

Membership of the residential landlords association - **6 points**
Membership of other recognised landlord association - **5 points**

d) Meetings and Exhibitions

Attendance at a Landlords Forum meeting (normally 1-3 hrs.) - **1-3 points**
Attendance at a landlord, housing or property related seminar (1-3 hrs.) - **1-3 points**
Attendance at a landlord, housing or property related exhibition - **3 points**

e) Other Activities

Research, on-line study, reading etc. (points claimed will require RLAAS assessment and approval. The activity must be verifiable) - **1-5 points**

9. Can CPD points be claimed for other activities?

Members can record all their training and development activities (and that of partners or co-directors/trustees) on their RLAAS website account. If an activity does not fall into one of the above categories then it does not automatically achieve CPD points. However an RLAAS review of member CPD claims will award CPD points if the activity is relevant and approved.

All training and other CPD points claimed must be for relevant landlord, housing or property activities associated with the management of rented accommodation.

10. Can landlords be pass-ported into RLAAS?

Members of other accreditation schemes are eligible to apply to become RLAAS members. Provided that they meet the RLAAS Scheme conditions and CPD requirements then they will be eligible to become RLAAS accredited landlords.

11. Which landlord organisation memberships qualify for CPD?

Membership of a landlord organisation is not a requirement for RLAAS Accredited Landlords. However it is recommended that landlords are members of a recognised landlord organisation as this supports landlord development, knowledge and skills. The following organisations are currently recognised:

Residential Landlords Association (RLA) or

National Landlords Association, Guild of Residential Landlords, North West Landlords, Cornwall Residential Landlords Assoc. East Midlands Property Owners, Eastern Landlords Assoc. Portsmouth & District Landlords Assoc. South West Landlords Assoc. Southern Landlords Assoc.

Others may qualify if claimed and approved by RLAAS.

12. What are the Conditions for recording CPD with RLAAS?

RLAAS members must record details of their training and CPD achievements on their RLAAS website account. All required information must be provided. Copies of all available certificates and other proof of completion of the CPD activity should be uploaded and attached to the website account as evidence of the activity.

CPD points can only be claimed if there is adequate evidence to support a claim.

Originals of all qualifications, certificates, and other CPD records must be retained by the Member for a period of at least 5 years for audit purposes.

RLAAS members that do not maintain the required 10 CPD points annually will be given an opportunity to meet the requirements within 3 months. If an Accredited landlord does not achieve the annual 10 CPD point requirement their membership status will revert to Registered RLAAS Member to allow them an opportunity to achieve their CPD. If CPD is not then achieved within two years the RLAAS membership will lapse.

13. What evidence of CPD activities is required?

RLAAS members should ask for a CPD certificate to be provided each time they complete an eligible activity. If CPD certificates are not provided by the organisers of an activity then members can provide them with an RLAAS certificate of CPD for completion. A suitable CPD certificate can be downloaded from the RLAAS website.

Other suitable forms of evidence of CPD include certificates, letters and documents from activity organisers which confirm attainment of qualifications, satisfactory completion of training or attendance at an event / activity.

Membership certificates for the RLA and other approved landlord organisations provide the evidence of membership.

Audit of CPD

The RLAAS member's on-line record of CPD will automatically audit claims and award points that meet the requirements set out in this guide. To help members keep track of their CPD the system will automatically notify members by email if they need to undertake or record additional CPD to ensure that they maintain 10 CPD points.

RLAAS administrators will undertake annual CPD audits. RLAAS members are required to cooperate with an audit by providing any information requested to confirm their attainment of CPD.

If an audit finds a failure to meet the CPD requirements the matter will be considered and discussed with the member to try to achieve a satisfactory solution within an agreed timeframe.

If it appears that CPD records have been falsified the matter shall be dealt with through the disciplinary procedure.

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