

Risk Management Module 2006

A compulsory module for all API Members who undertake valuations



Australian Property Institute

About the Risk Management Module

Valuation Risk Management Module

The Risk Management Module version 2 is a new module that will build on the module developed in 2003. Members who completed the RMM in 2003 and are still undertaking valuations are required to complete RMM version 2 in 2006. If you are an API member who undertakes valuations and you are yet to complete a Risk Management Module, you have 12 months from the date you became an API member or 12 months from the date you started undertaking valuations to do so.

Who is required to complete the Risk Management Module Version 2?

RMM v2 is compulsory for **all** members (from Graduates to Life Fellows) who undertake valuations - including plant and machinery valuations. Regardless of whether you hold the Certified Practising Valuer designation, or whether you work in the private or public sector, if you undertake valuations of any kind you are required to have a current RMM certificate. If you undertook the RMM in 2003 and you are still undertaking valuations then you must complete a Risk Management Module in 2006.

Upon completion of the RMM, the Institute will present you with a Certificate of Completion that you will be able to provide to a PI broker or underwriter if you are looking to obtain or renew PI insurance.

CPD points and audit

Completion of the RMM v2 earns 4 CPD points. The API monitors CPD compliance by conducting a minimum 15% random audit of its members each year. Members who undertake valuations and who are selected in the annual audit will also be required to provide a copy of their Certificate of Completion of the RMM. The failure of a member to provide the certificate will be a breach of the API's Rules of Conduct dealing with non-compliance with the Institute's CPD requirements. Such breaches attract penalties in accordance with the Institute's by-laws.

Where can I undertake the Risk Management Module v2

Face to face delivery is the best way to complete the module. It enables participants to be involved in interactive discussions, to workshop topics and to interact with fellow members and with presenters. The module will be available on the schedule of dates listed in this brochure.

*Modules may not proceed if there are insufficient numbers.

Timing

Registration will commence 30 minutes prior to the scheduled start time. The module takes four and a half hours to complete. Course content will take up four hours of this time frame with a break for either morning tea or afternoon tea.

What does the registration fee include?

The registration fee includes the course documentation, the module, certificate of completion, refreshments on arrival, morning or afternoon tea.

How do I register?

This brochure contains details of all the Risk Management Modules currently planned for Western Australia in 2006. As such it allows you to register today for any of the Modules. Some of these will sell-out, so we encourage you to complete the form and register as soon as possible to assist your attendance at your preferred module. Please note the closing dates for registration for each Module – at this date a decision on the viability of each module will be taken.

2006 Schedule

DATE	VENUE	START
3 May	Technology Park, Bentley	8.30 am
3 May	Technology Park, Bentley	1.30 pm
7 June	Technology Park, Bentley	8.30 am
7 June	Technology Park, Bentley	1.30 pm
21 June	Technology Park, Bentley	8.30 am
21 June	Technology Park, Bentley	1.30 pm
5 July	Technology Park, Bentley	8.30 am
5 July	Technology Park, Bentley	1.30 pm
24 August	TBA – Bunbury/Busselton	12.30 pm
6 September	Technology Park, Bentley	8.30 am
6 September	Technology Park, Bentley	1.30 pm

Additional Modules may be held if demand dictates.

The Presenters

Cameron MacLean and Keith Thomas are partners of Phillips Fox. Keith and Cameron were the presenters of the 2003 Australian Property Institute compulsory risk management seminars and have a wide variety of experience in dealing with claims of all types made against valuers. Phillips Fox acts for almost all of the insurers providing professional indemnity insurance cover in Australia and also provide ongoing risk management advice to many valuation businesses in Western Australia.

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Registration

Risk Management Module 2006

This document will be a Tax Invoice for GST when you make payment – issuing of a separate invoice/receipt will incur a \$15 administration fee.

All prices are GST inclusive – ABN 49 007 505 866

Member Non-Member

TITLE MR. MRS. MS. MISS

SURNAME _____ GIVEN NAME _____ PREFERRED NAME _____

ORGANISATION _____ EMAIL _____

SPECIAL REQUIREMENTS (DIETARY REQUIREMENTS, ACCESSIBILITY REQUIREMENTS, ETC)

Send Registrations to:

API (WA Division), PO Box 502, SOUTH PERTH WA 6951 or fax to (08) 9474 1157 or email admin@propertyinstitute-wa.com

Fees:

Member \$242.00 | Non-Member \$396.00

Modules

✓	DATE	VENUE	START	REGISTRATIONS CLOSE
<input type="checkbox"/>	3 May	Technology Park, Bentley	8.30 am	26 April 2006
<input type="checkbox"/>	3 May	Technology Park, Bentley	1.30 pm	26 April 2006
<input type="checkbox"/>	7 June	Technology Park, Bentley	8.30 am	31 May 2006
<input type="checkbox"/>	7 June	Technology Park, Bentley	1.30 pm	31 May 2006
<input type="checkbox"/>	21 June	Technology Park, Bentley	8.30 am	14 June 2006
<input type="checkbox"/>	21 June	Technology Park, Bentley	1.30 pm	14 June 2006
<input type="checkbox"/>	5 July	Technology Park, Bentley	8.30 am	28 June 2006
<input type="checkbox"/>	5 July	Technology Park, Bentley	1.30 pm	28 June 2006
<input type="checkbox"/>	24 August	TBA – Bunbury/Busselton	12.30 pm	TBA
<input type="checkbox"/>	6 September	Technology Park, Bentley	8.30 am	30 August 2006
<input type="checkbox"/>	6 September	Technology Park, Bentley	1.30 pm	30 August 2006

Payment:

Cheque enclosed for \$_____. (Please make cheques payable to the Australian Property Institute).

I authorise the API to charge my: Bankcard Mastercard Visa (Sorry, we do not accept Amex or Diners Club).

Cardholder's Account Number

Cardholder's Name _____ Cardholder's Signature _____

Expiry Date ____/____/____ Amount \$_____

Please confirm my registration. (Registrations are only confirmed by email).

Disclaimer

The Australian Property Institute has endeavoured to ensure that the information in this brochure is correct at the time of printing. The Australian Property Institute or other parties mentioned in this brochure accept no responsibility or liability as a result of errors, misprints or changes to the information provided.

Registration and Cancellation Policy

Registrations will be accepted in order of receipt to the maximum number of delegates, (including unpaid registrations – a registration form without payment is confirmation of attendance and will incur a cancellation fee in accordance with the cancellation policy). A full refund will be issued for cancellations no less than five days prior to the event. Cancellations less than five days prior to the event are non-refundable. Registrations are fully transferable to another person. Where possible, delegates should advise the Institute prior to the event of a transfer of registration.

Privacy Policy

The Australian Property Institute requires the information provided by you in this form in order to administer and manage your registration and provide the Continuing Professional Development event to you. If you do not provide all the relevant information, the form may not be processed. Please also note that the Institute may provide your personal information to third party service providers or with selected events, sponsors, in order to conduct the event. Generally speaking, you can access your personal information by contacting the API. If you wish to access your information or have any queries in relation to the manner in which the API handles your personal information, please see the API's privacy policy on our website www.propertyinstitute-wa.com