

Graduate Education Programme 2008



Australian Property Institute

Leading the Property Profession

This is an opportunity for Graduates to hone their inspection, analytical and report writing skills.

The completed report may be submitted as one of the three documents required as part of the application process for admission as an Associate of the Australian Property Institute with CPV status.

However it cannot be dated more than 6 months prior to the date of lodging the application for admission as a CPV member.

- You will be advised by email of the outcome of your registration.
- This workshop may be conducted again if there is sufficient demand.

AUSTRALIAN PROPERTY INSTITUTE—WA DIVISION

27 Charles Street,
SOUTH PERTH WA 6151

Phone: (08) 9474 2784

Fax: (08) 9474 1157

Email: memb@propertyinstitute-wa.com

10 CPD POINTS

Workshop Two

This workshop is primarily designed for API Graduate Members.

Inspection of a Non-Residential Property and Report Writing

Presented by: Ian Sanderson, LFAPI

Task and expected outcomes

This workshop requires Graduates to inspect and prepare a valuation report of a near city non-residential building.

Registrants will develop skills in inspection methodology, research, analysis, valuation techniques and preparation of valuation reports in accordance with the 5th Edition API/PINZ Professional Practice and the Code of Conduct of the WA Land Valuers Licensing Act.

Workshop format

Participants who can comply with the following timetable should apply:

- Registrants will simultaneously receive email instructions to prepare a valuation of the nominated property on **Wednesday 28 May 2008**.
- Registrants will attend a briefing session on **Friday 30 May 2008** at 3PM in the Board Room of the Institute 27 Charles St South Perth, after which the chosen building will be measured. A copy of the title, but no other information about the property, will be provided at the time of inspection. Registrants must bring their own clipboards, tape measures and other essential material to the inspection.
- A review of all aspects of the site inspection, enquiries, research, analysis, valuation techniques and valuation reports will be held in the API Boardroom on **Friday 27 June 2008** (2 PM to 5PM).

Only those registrants who complete the valuation report, and bring it with them, will be eligible to attend the review workshop.

Benefits of attendance

10 CPD points will be awarded to registrants who complete the valuation report and attend the review workshop.

The completed report may constitute one of the 3 sample reports required when applying for Associate membership with CPV. Note: all other application conditions must apply and there is no guarantee that the Division will accept the report as fulfilling sample report requirements.

Graduate Education Programme—Workshop Three

Inspection of Non Residential Property & Report Writing

A U S T R A L I A N P R O P E R T Y I N S T I T U T E — W A D I V I S I O N

REGISTRATION FORM

This document will be a Tax Invoice/Receipt for GST when you make payment (issuing of a separate invoice/receipt will incur a \$15 administration fee). No refunds will be given although a substitute delegate may be nominated. All prices are GST inclusive—ABN 49 007 505 866

API Member \$44

Non Member \$144

TITLE: MR/MRS/MS/MISS

SURNAME.....GIVEN NAME.....PREFERRED NAME.....

ORGANISATION.....EMAIL.....

(Registrations close 12 noon — 23rd May 2008 — workshop limited to 12 registrations)

Send Registrations to:

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

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 NumberExpiry Date...../.....

Amount \$..... Signature

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 seven days prior to the event. Cancellations less than seven 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