

Risk Management Module 2009

A compulsory module for all API Members who undertake valuations



Australian Property Institute

About the Risk Management Module

Valuation Risk Management Module

The 2009 Risk Management Module is a new module. Members who completed the RMM v2 in 2006 and are still undertaking valuations are required to complete 2009 RMM. 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. (Detailed in By-Law 20.3)

Who is required to complete the Risk Management Module 2009?

2009 RMM is compulsory for **all** members 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 2006 and you are still undertaking valuations then you must complete a Risk Management Module in 2009.

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 2009 RMM earns **4 API CPD** points. The API monitors CPD compliance by conducting a 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 Institutes CPD requirements. Such breaches attract penalties in accordance with the Institute's by-laws.

(API RMM module accredited by REBA – eligible for 2 REBA CPD points)

Where can I undertake the Risk Management Module?

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.

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, morning or afternoon tea.

How do I register?

This brochure contains details of all the Risk Management Modules currently planned for Western Australia in 2009. 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.

2009 Schedule

DATE	VENUE	START
6 May	Technology Park, Bentley	8.30 am
6 May	Technology Park, Bentley	1.30 pm
3 June	Technology Park, Bentley	8.30 am
3 June	Technology Park, Bentley	1.30 pm
22 June	TBA – Bunbury/Busselton	8.30 am
1 July	Technology Park, Bentley	8.30 am
1 July	Technology Park, Bentley	1.30 pm
2 September	Technology Park, Bentley	8.30 am
2 September	Technology Park, Bentley	1.30 pm
7 October	Technology Park, Bentley	12.30 pm
7 October	Technology Park, Bentley	8.30 am

Additional Modules will be scheduled if demand dictate.

*modules may not proceed if there are insufficient numbers.

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Registration Form

Australian Property Institute Inc – 2009 Risk Management Module

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 _____

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

SPECIAL REQUIREMENTS (dietary requirements, accessibility requirements)

Send Registrations to:

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

Fees:

Member \$242.00 | Non-Member \$396.00

Modules (Please tick which Module you are registering for)

<input checked="" type="checkbox"/>	DATE	VENUE	START	REGISTRATIONS CLOSE
<input type="checkbox"/>	6 May	Technology Park, Bentley	8.30 am	29 April 2009
<input type="checkbox"/>	6 May	Technology Park, Bentley	1.30 pm	29 April 2009
<input type="checkbox"/>	3 June	Technology Park, Bentley	8.30 am	27 May 2009
<input type="checkbox"/>	3 June	Technology Park, Bentley	1.30 pm	27 May 2009
<input type="checkbox"/>	22 June	TBA – Bunbury/Busselton	8.30 am	8 June 2009
<input type="checkbox"/>	1 July	Technology Park, Bentley	8.30 am	24 June 2009
<input type="checkbox"/>	1 July	Technology Park, Bentley	1.30 pm	24 June 2009
<input type="checkbox"/>	2 September	Technology Park, Bentley	8.30 am	26 August 2009
<input type="checkbox"/>	2 September	Technology Park, Bentley	1.30 pm	26 August 2009
<input type="checkbox"/>	7 October	Technology Park, Bentley	12.30 pm	30 September 2009
<input type="checkbox"/>	7 October	Technology Park, Bentley	8.30 am	30 September 2009

Payment

Cheque enclosed for \$_____. (Cheques payable to API).

Or Direct Deposit BSB: 066130 Acc no: 00110467 Australian Property Institute
Remittance Advice Required to ensure payment is credited against this invoice

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

Cardholder's Account Number

Cardholder's Name _____ Cardholder's Signature _____

Expiry Date ____/____ Amount \$_____

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)