

Ready for registration?

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Private Rented Sector Regulation

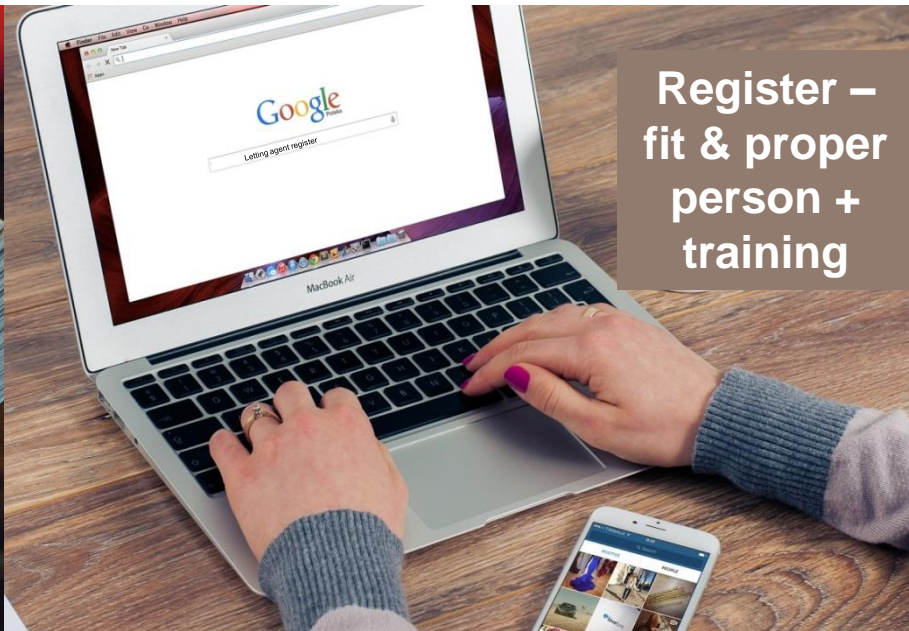


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Code of Practice



**Register –
fit & proper
person +
training**



**Monitoring
compliance**



Tribunal



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Getting ready for registration



Before you apply for registration you should make sure that:

- your business meets the requirements of the Code of Practice; and
- anyone in your business who needs a qualification, plus any necessary top up training, has them.



Make sure you're business is compliant with the Code

Key features

- clear outline for agents' terms of business
- written procedures on key aspects of the letting process
- Client accounts and Client Money Protection and Professional Indemnity Insurance
- not to act for landlords who are refusing or delaying complying with legal obligations

Self-check questions

- Have you/your staff familiarised yourselves with the Code?
- Do your terms of business need updated?
- Do you have the required written procedures?
- Do you hold your client money in one or more separate client accounts?
- Have you got PII and CMP?





Registration – qualification & training

- Key individuals required to undertake a qualification, at equivalent to SCQF level 6 or above, on essential aspects of letting agency work.
- Must be at least one person per office trained where letting agency work is undertaken.
- CPD – From date of application, once qualification over 3 years old, 20 hours of training on letting agency work over the last 3 years.



Those who need be qualified

If you're applying as a sole trader:

- you
- every person directly concerned with managing and supervising the day-to-day running of your letting agency work



Those who need to be qualified (cont)

If you're applying on behalf of a company, partnership or other body:

- the person who holds the most senior position in the organisation's management structure unless they have no involvement in the day-to-day running of the letting agency work
- every person directly concerned with managing and supervising the day-to-day running of the organisation's letting agency work



Those who need to be qualified (cont)

- If you operate an office, where nobody working in that office falls under those previously set out. You must ensure you also have a person based in that office trained.
- Must be one person qualified in each office where relevant letting agency work is undertaken.



CPD – 20 hours over 3 years

Formal

- must be at least 15 hours of verifiable formal training
- courses, conferences, lectures, seminars, webinars.
- documentary evidence that the person has undertaken or delivered the training

Informal

- work shadowing & coaching
- informal learning within your company
- interactive discussions with experts
- informal teaching for others
- reading and writing articles on letting agency work



Qualification

The Scottish Government is currently aware of two programmes leading to qualifications that will be considered acceptable. They are:

Propertymark Qualifications
(formerly NFOPP) level 6
Technical Award in
Residential Letting and
Property Management
(Scotland)

LETWELL programme -
Chartered Institute of
Housing level 3 certificate in
letting and managing
residential property
(equivalent to level 6 SCQF)



Training - self-check questions

- Do you know who in your business needs to have a qualification?
- Do they already have a relevant qualification? No, they will need to have achieved one by the time your business applies (by 30 September 2018).
- If they have a qualification, will it be over 3 years old by the time your company applies to the register? If so, they also need to have completed CPD.
- Will you have one qualified person per office? If not, you will need to decide who will get qualified.



Further information

- [Registration Guide -](#)
www.mygov.scot/letting-agent-registration
- [The Letting Agent Code of Practice](#)
[\(Scotland\) Regulations 2016](#)
- [The Letting Agent Registration \(Scotland\)](#)
[Regulations 2016](#)
- [LETWELL](#)
- [Propertymark qualifications](#) (formerly
NFOPP)



Review

Plan

Act



Questions?

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