



UK LANDLORD ACCREDITATION PARTNERSHIP (UKLAP) CPD (CONTINUOUS PROFESSIONAL DEVELOPMENT) POLICY

The aims of the London Landlord Accreditation Scheme (LLAS) and UK Landlord Accreditation Partnership (UKLAP) are to provide landlords and agents with information and professional development opportunities to:-

- Allow them to operate successful businesses
- Provide their tenants with safe and high quality accommodation
- Reduce the need for intervention from local authorities

The LLAS/UKLAP supports and encourages the continuous professional development (CPD) of its members so that they are able to maintain, improve and broaden their knowledge and skills to a sufficiently high standard of professional competence in the management of landlords/tenants issues and of property standards. The CPD programme validates and act as a quality assurance for the competency of Accredited Landlords and Agents.

Conditions of obtaining CPD with UKLAP

- Landlords must retain evidence of attendance at events and activities as these may be requested at time of re-accreditation
- Spot checks will be conducted from time to time
- Landlords to record details of their CPD on the UKLAP website
- Local authorities may issue CPD certificates to landlords/agents who participate in local authority events
- Penalties for provision of false information or miss-recording may include expulsion from UKLAP

Monitoring

Monitoring of the scheme will be undertaken via annual CPD compliance sampling via email, post and online. It is recommended that accredited landlords and agents make an annual declaration in respect of their **12 CPDs** points via email or online.

Reaccreditation

Individuals accredited with the UK Landlord Accreditation Partnership (UKLAP) will be re-accredited after 5 years, provided they

- A) Continue to be a Fit and Proper Person
- B) Have complied and continue to comply with the Code of Conduct
- C) Have taken steps to maintain and update their knowledge during the 5 years
- D) Have accumulated 60 CPD points
- E) Must have attended a **free** refresher course

F) They have undertaken at least one training session (3hours) on sustainability issues incorporating fuel poverty, the Green Deal and energy efficiency. The training may be provided by UKLAP or any other PRS training body within the first 2 years of accreditation for newly accredited landlords and agents.

G) For landlords and agents that are already accredited, they have undertaken at least one training session (3 hours) on property condition related issues, including aspects of fire safety, repair and hazards to tenants and visitors before the end of the initial accreditation period of 5 years. Please note that this CPD training will count towards your reaccreditation. The training may be provided by UKLAP or any other training body within PRS.

CPD points will be awarded for the following memberships and activities:

Activity	Conditions	CPD points awarded
Attendance at the LLAS/UKLAP Conference and Award Ceremonies	CPD awarded on the day of the Event	10points
Attendance at the LLAS/UKLAP Networking Events	CPD on the date of Event	8points
Membership of Private Landlord Association Membership of recognised professional body that has an enforceable code of conduct and encourages good practice. 90% of its operations relating to PRS, member of government approved Redress Scheme example Ombudsman Services, The Ombudsman, Property Redress Scheme.	CPD points awarded for each membership year. Additional CPD points will not be awarded for multiple memberships in one year	5 points
Additional training provided by UKLAP – full day	CPD awarded for each session attended	12 points
Additional training provided by UKLAP ½	CPD awarded for each ½ day session attended	5 points
Additional training provided by other bodies and online training –with relevance to PRS per day	Details to be submitted to UKLAP for approval. Once approved the event will be added to an approved list. Number of points will depend on hours committed and level of relevance	5 points
Attendance at Landlord & Letting Show or any other PRS Exhibitions	CPD awarded for each day	5 points
Attendance at your local council (or other council landlord forum or event with a duration of more than 3 hours	CPD will award for each event attended.	5 points
Attendance at your local council (or other council landlord forum or other event with relevance to PRS		5 points
Seminars on topics relating to landlord tenancy issues, Housing Act, Property improvement and other relevant topics	Details to be submitted to UKLAP for approval. Once approved the event will be added to an approved list. Number of points will depend on hours committed and level of relevance	5 points
Local Authority participation (Responding to questionnaires Taking part in landlord forums and feedback sessions, surveys etc.)	Local Authorities will determine which events will be awarded CPD and how many points will be awarded per event and advise UKLAP accordingly. CPD certificates to be awarded by the local authority	3 points

Difficulties in meeting CPD Requirements

- It is recommended that members that have not been able to accumulate the required CPD points can pay and attend the LLAS Re-accreditation training and provided they successfully complete the training they will be accredited for another 5 years.
- The reaccreditation course will be held 4 times a year and the course fees for financial year 2015/2016 will be £189.99p per person booked via online or via phone.
- **Alternatively**, it is recommended that members that have not been able to accumulate the required CPD points can pay and attend the official accreditation course again at the normal fee of £89.90. and provided they successfully complete it, they will be accredited for 2 years only
- The landlord/agent will need to meet the 60 CPD point's requirements over the 2 years of accreditation for their accreditation to be extended for a further 3 years.
- Re-accreditation training is for landlords and Agents that have not accumulated the required 60 CPD points required for reaccreditation
- Re-accreditation training is also open to landlords and agents that have participated in the CPD programme and have accumulated the recommended 60 CPD points. The reaccreditation training course fees are discounted to £89.90 per person.
- For landlords that are disabled or elderly and therefore unable to meet the CPD requirement, it is recommended that they confirm that their properties are let and managed by an agent who is either accredited or are a member of a recognised body.
- If the property is being managed and let by a friend or family member, it is recommended that the friend or family member be accredited and must also participate in the CPD programme.

Additional Activities: Training at other venues, Presentations, Lectures, Study Tours, Round Tables discussions, Debates, Meetings, Speeches, workshops etc.

Additional activities may be awarded CPD points, but are subject to approval by UKLAP. Any requests for CPD to be awarded for activities other than those included here should be submitted in writing to:

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Strategy, Partnerships and Performance. Housing and Adult Social Care
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