

Training & Education© Certified by H J Ryan TAA40104-TAE40110 TAE10633

NATIONAL PRE-PURCHASE PROPERTY INSPECTION COURSE:

NEED: In September 2009, the State Government removed the licensing requirements for a person conducting a pre-purchase (building) inspection. There are no current license requirements for Pre Purchase Property Inspectors, except QLD! WHY! Now, with the fact that under AS:4349.0-2007 & AS:4349.1-2007 & AS:4349.3-2010 there is currently NO Australian Standard requirement for a pre-Purchase pest & or building inspector to have Professional Indemnity (PI) Insurance in place. Go figure!

AIM: On certified completion of this PPI course, it will enable the Inspector to conduct a more thorough pre-purchase property inspection thereby allowing them to document and issue an appropriate and more prudent report in accordance with the current and relevant Australian Standards. Upon completion of this course, the risk involved in inspecting and reporting ought to be reduced. The Housesafe accreditation allows you to not only protect yourself but your clients as well

TO SATISFACTORILY COMPLETE THE COURSE:

- Complete all modules and units of this set course,
- Demonstrate that they hold appropriate industry qualifications to conduct Inspections,
- Demonstrate that appropriate insurances for consumer protection can be obtained.

QUALIFICATIONS ON COMPLETION OF THIS COURSE:

Certification in Pre-Purchase Property Inspections, (pest and building)

1 CPD point issued per hour (16 hour course + breaks = 16 CPD's)



(Pest Inspectors must already have Certs 8&10 and 12&14 in Termite Management)

PRE-REQUISITES FOR THE UNDERTAKING OF THIS COURSE:

1. A fundamental understanding of residential construction, preferably through previous industry qualification
2. Adequate comprehension of the English language
3. A current Builders License, OR....
4. Show reasonable cause why insisting on becoming an Inspector, OR....
5. Are currently doing Pre Purchase Pest & or Building Inspections.

THE MODULES AND UNITS TO COMPLETE

Module No.	Module Name	Hours	Units Covered
PPBI:1.001	Communication Skills DAY 1	30mins	<ul style="list-style-type: none"> • Improvement of writing skills • Oral communication • Use of emails and SMS advices • Mobile Phone issues • Computer skills
PPBI:1.002	Marketing	1	<ul style="list-style-type: none"> • Website usage and Why! • Social Media (facebook, linked in, twitter etc) • Blogs and Forums make you known! • YouTube • Advertising materials (business cards, radio, car signage, logos, brochures, pamphlets, TV)
PPBI:1.003	Client administration/management	1	<ul style="list-style-type: none"> • Client mind-set • Initial Client contact • Defining the Inspection • Database of clients • Managing client complaints (when it happens) • Fee & Inspection Agreements/Orders
PPBI:1.004	Inspection Access and Conditions	1	<ul style="list-style-type: none"> • Arranging proper access • Reasonable hours of access • Conditions under which the inspection will take place, (never the same)
PPBI:1.005	Site Inspection	1	<ul style="list-style-type: none"> • Identifying areas for inspection • Areas that are not accessible and why! • Assessing the reportable problem (Causation) • Methods of record taking at the inspection • Photographs, the taking of measurements and or readings, "Contemporaneous Notes"
PPBI:1.006	Report Writing	2	<ul style="list-style-type: none"> • Report "Template" design and presentation • Report content as per AS4349 • Supplementary reports and introducing specialists. • Photographs and Diagrams • The compilation of the report • Getting assistance in completing the report (secretarial support)
PPBI:1.007	Fees Chargeable	30mins	<ul style="list-style-type: none"> • Calculating report costs • Costs of the business • Hourly rates • Fixed fee pricing • Percentage pricing • Methods of payment
PPBI:1.008	Building Codes and Standards	2	<ul style="list-style-type: none"> • AS4349.0 &.1 (Building) • AS4349.3 (Pest) • Report by Exemption • Building Code of Australia • Australian Standards • Defects v Maintenance v Faults • Guide to Standards and Tolerances • Safety • Trade Literature

Module No.	Module Name	Hours	Units Covered
PPBI:1.009	Administration and Insurances DAY 2	1	<ul style="list-style-type: none"> Types of Insurances required Fundamental terms used in insurances policies Costs and Terms of Insurance Accounting procedures Office records Files and data storage, online, offline
PPBI:1.010	Tools and Equipment	30mins	<ul style="list-style-type: none"> Essential Tools and Equipment and their usage. Non-essential Tools and Equipment and their usage
PPBI:1.011	Practical (Visual) Assessment	1	<ul style="list-style-type: none"> Students are put through and assessed in this practical (visual) session on inspection procedures, causation, report writing and correct usage of tools and equipment
PPBI:1.012	Types of Inspectors Agreement/s (Do I and Don't I)	30mins	<ul style="list-style-type: none"> A balanced agreement demonstrating fairness and protection to both parties Terms and conditions of the agreement Enforcement of the agreement 5 Basic elements of a contract (Contract Law)
PPBI:1.013	Assignment & Multiple Choice Examination 	2	<ul style="list-style-type: none"> Students will be required to undertake a 15 to 30 min written assignment/assessment on what they have learnt about the building industry and how such topics will be relevant to pre-purchase pest and/or building inspections For example: <ul style="list-style-type: none"> Fairest pricing structure for inspection reports; Design an inspection agreement; Systematic building inspections that lead to best problem identification; Expanding the business and networking; Risk Management in report writing; What did I Learn at this PPI Course; Will this assist me in my Career!
 Accepted	TOTAL HOURS (inc breaks)	14 hrs Over 2 days <i>(1 LONG DAY WITH SMALLER GROUPS)</i>	Howard Ryan Mobile: 0412 233 977



Howard Ryan