



Inventory-Portal Ltd

supplying professional inventory and property services throughout the UK

in partnership with



New Entrant Candidate Inventory Training Course

Leading to optional Membership of the

Licensed Inventory Scheme

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Website [**www.inventory-portal.co.uk**](http://www.inventory-portal.co.uk)

A brief summary of the need for Inventories

The provision of inventories is currently a fragmented and uncontrolled business in the UK with a disparate quality and range of products. The need to regularize and improve the Inventory supply chain has been under close scrutiny in the UK since the former Government's review of the sector (the Rugg Review) during 2008 which concluded that the UK residential lettings industry would benefit from further Accreditation or Licensing of key elements and service providers within the rented sector.

From 6 April 2007, the Housing Act 2004 made it compulsory for those receiving tenancy deposits in England and Wales to join a scheme that safeguards deposits for the duration of the tenancy and offers resolution procedures should disputes arise, an approved **Tenancy Deposit Scheme (TDS)**.

Where there is a dispute about allocation of the deposit at the end of the tenancy that cannot be resolved between the parties, the TDS scheme refers the dispute to its dispute resolution service. An independent adjudicator will examine the facts and determine how the deposit should be allocated.

Separate impartial and accurate Inventory reports of the condition of the property and contents at both the beginning and end of a tenancy are absolutely essential to this process.

The Inventory-Portal's **Licensed Inventory Scheme (LIS)** is a **voluntary**, national system for the training and ongoing Quality Management, Audit and Regulation of its Licensed Members.



The UK lettings market

There were approximately 2.1 million Assured, Shorthold Tenancies (ASTs) in England in 2007 (source DCLG survey of English housing). The average length of a residential tenancy is currently approximately 14-16 months. Well over 1 million of these tenancies are managed by a structured industry of Letting Agents or Corporate Landlords.

Inventory Providers may be instructed to carry out one or all of the following at different stages of these tenancies:

- Ingoing Inventory Report
- Accompanied Check-in
- Outgoing Inventory or Check-out Report
- Interim Visits

Guidance tips to help you understand your Training

The IPL and LIS **Inventory Training Course** has been created to develop and qualify individuals to become **Licensed** Inventory Clerks, to undertake and produce Inventories for residential properties. The route offered by **Inventory-Portal Ltd** is not seen as a learning qualification but more as the provision of evidence of a person's competence in the field of Inventory provision.

Becoming a Licensed Inventory Clerk as a new-entrant candidate with Inventory-Portal Ltd and the **Licensed Inventory Scheme (LIS)** is a very straightforward process and will take a matter of a couple of Months.

You will undertake pre-course learning in the form of the **Distance Learning Materials** bespoke to Inventory-Portal Ltd, before attending our **1-Day Inventory Training Course**.

You will need to devote approximately **40 hours** of study time to your distance learning and we would suggest that this should take you in the region of 2 – 4 weeks alongside your current job.

Areas covered within your Distance Learning Material are:-

Unit 1 Working effectively as a Professional Inventory Clerk.

This unit is focused specifically on the competences and activities which are relevant to a professional Inventory provider in their day-to-day working lives, including effective working relationships, time management and workflow, monitoring performance, developing skills, professional ethics and managing conflicts of interest.

Unit 2 The inventory Clerk's contribution to the safety and security of people and property.

This unit provides a general overview of Health and Safety legislation and considers the practical safety measures Inventory Clerks will need to adopt including health and safety of property inspection, risk assessment, inspection equipment, and security. It will also cover professional negligence and other legal liabilities.

These **2 Units** are the basis of the **Distance Learning Materials**

Unit 3 Preparing and Undertaking Inventory inspection

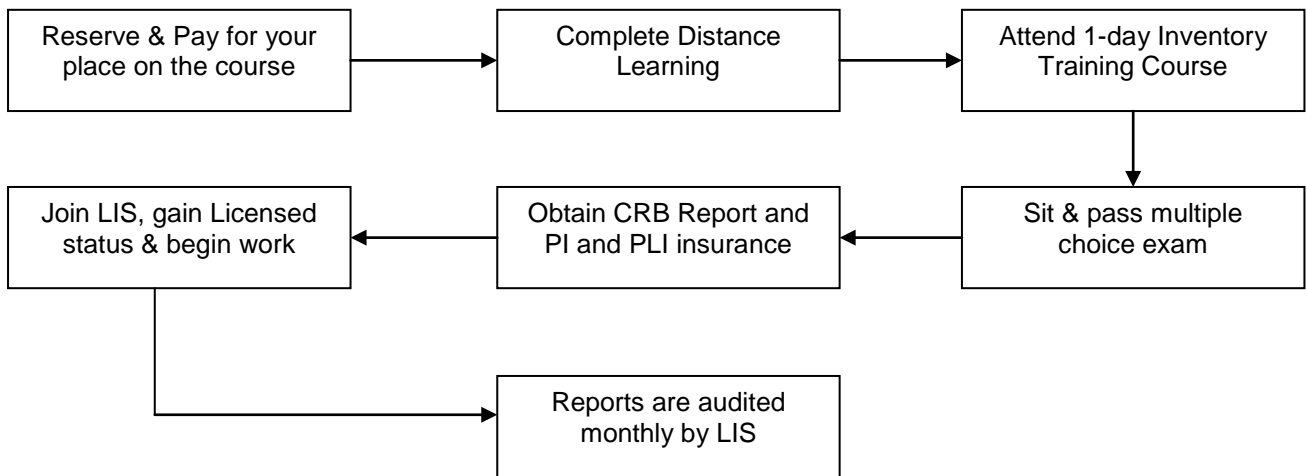
Unit 4 Creating the Inventory Report

Unit 5 Disseminating and explaining the Inventory Report

Units 3, 4 and 5 deal with the process of undertaking a professional inventory inspection using traditional methods or the PDA computer generated SMART-inventory Report (SiR) format, including collection of information, systematic inspection procedures and record taking, submission of data to the scheme, checking and signing off of the completed report.

These 3 Units are covered during your **1-Day Inventory Training Course** in classroom sessions and group exercises and are tested in the adjudicated Exam.

Your fast track route to becoming accredited as a new entrant candidate.



What does the 1-Day Training Course cover?

UK Legislation

- Background Legislation that all Inventory Clerks and Letting Agent need to be aware of in providing and commissioning Inventory Clerk Services
- The Housing Acts
- Tenancy Deposit Schemes and the Adjudication Service
- The Landlord and Tenant Acts
- The Defective Premises Act

Inventory Clerk Professional Practice

- Working in a professional manner
- Conflicts of interest management

Health and Safety

- Risk assessment for those working in the inventory business
- General inspection and reporting issues
- Notify-able risks under the Housing Health and Safety Reporting System (HHSRS)
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Inventory Inspection

- The principles of reporting condition
- Dealing with electrical and gas services
- Furniture and Furnishings Regulations 1988 - fire labels
- The reporting of defects at Ingoing and Outgoing Inventory stage.
- The reporting of Change in condition allowing for Fair wear and Tear

The check-in process

- How to manage the site visit with the tenant
- How to record amendments
- What to do with the reports

The check-out process and outgoing report

- How to accurately assess Changes in Condition
- Judging Fair Wear and Tear
- Understand what the report is used for
- The value of independent reporting

Understanding of the final process by the Landlord or agent Client.

- Negotiations of Tenant's deposit release
- Principles of apportionment and betterment
- Dispute resolution and the TDS.

Independent QA through the Licensed Inventory Scheme (LIS).

- The Licensed Inventory Scheme(LIS)
- The adjudicated examination
- CRB check (Disclosure Scotland)
- Professional Indemnity and General Liability Insurance Policy cover.

Business Review and opportunities

- Examples of Client requirements with sample reports
- Review of Inventory software and hardware systems including e-Tech Ltd's SMART-Inventory system on PDA with demonstration and review of report formats.

What happens once you pass the course?

All successful training course graduates are entitled to apply to join the **Licensed Inventory Scheme (LIS)** and start to trade as an Accredited Member. Once you have become a Licensed Inventory Clerk with Inventory-Portal Ltd you will have a further skill set to take to the property market.

Licensed Inventory Scheme (LIS)

Once you have passed the Inventory Training Course and Exam you will be able to join the optional, **Licensed Inventory Scheme (LIS)** and use the "**Accredited Member**" logo on your sales materials. Members of LIS are regularly audited as part of our Members' Quality Assurance Regime and are supported with regular business development advice, mentoring and Inventory-Portal *Licensed* branded Marketing materials.

The Subscription for the **Licensed Inventory Scheme** is **£150+Vat per annum**. Application forms are provided during the training course.

To join **LIS** you must have attended and passed training and examination with Inventory-Portal Ltd and supply an in date (less than 2 years old) CRB check from **Disclosure Scotland** and to hold a current **Professional Indemnity** and **General Liability Insurance Policy** covering **Inventory Clerk business**.

Which hardware or software is required?

We will show and advise on the software options available, during the Inventory Training Course, but many candidates prefer the handheld PDA version by **eTech Ltd**, called **SMART Inventory**..

If you wish to use SMART inventory, the current cost of the HTC **P6500 PDA** is approximately **£425+Vat** to buy outright, but these are also available on monthly contract terms from e-Tech Ltd for circa **£30+Vat** per month (see eTech Ltd website at www.etech.net for details of purchase and contract options and terms).

The **SMART-inventory Report Click-Charge** to e-Tech Ltd is **£5.50+Vat**, per Report generated. A minimum charge may apply to low use software contracts equivalent to one inventory per month.

Following the Inventory-Portal **1-Day Inventory Training Course**, candidates wishing to use SMART Inventory are able to apply for a **SMART Inventory and PDA Trial** or to attend a Training Session on the eTech system at only £50+vat for a follow up training session at e-Tech Ltd's head office at Redditch, Birmingham or attend online tutorial. These sessions are arranged by candidates directly by the candidates with e-Tech Ltd with whom all SMART inventory contracts are entered into.

Other **Traditional Inventory writing Software** is widely available to produce photo-embedded reports and deliver these as PDF files by email. Traditional methods of report production will require a PC or laptop and a Dictaphone machine and separate digital Camera to complete reports. Both systems are acceptable for audit purposes into the **Licensed Inventory Scheme**.

Where will the work come from?

LIS Members are encouraged and assisted to develop their local market by canvassing letting agents, showing the sample **Inventory Reports** provided during Training and promoting the benefits of **LIS Members** as **trained, security-checked and Quality Assured Professionals**, able to supply photo-embedded reports electronically, to a consistently high Standard.

Inventory-Portal Ltd will actively promote the unique benefits of the **LIS Inventory Clerks** to national and regional letting agents and to the wider market via promotional events and our website

Once a reliable national or regional network of Licensed Members has been established **Inventory-Portal Ltd** will attempt to secure Clients to outsource their inventory supply chain. This work will be passed out to LIS members who have chosen to join our **Business Exchange Portal** and agree our contract terms. We will take a modest commission on all such instructions.

As a LIS Member, you are expected to source your own work, at your own price, from your own clients. The LIS members' support services will provide you with marketing advice and promotional Inventory-Portal branded materials to help you win this business from your local letting agents and landlords in your area.

Why choose to become a Licensed Inventory Scheme Member?

Once you have become a Licensed Inventory Clerk with Inventory-Portal Ltd and LIS you will have a further skill set to take to the property market. Over 80 Members have passed this training and started work in the inventory sector but we do need many more to offer a national coverage.

Course Fees

Our **New Entrant Inventory Training Course** costs **£345+Vat (£405.38 incl Vat)** made up of-

- **Distance Learning Pack @ £150 +Vat**
- **1 Day Inventory Training Course @ £195 +Vat.**

Included within the course fees are Distance Learning pack, 1 day of classroom based academic training, all printed course materials and the adjudicated exam. No travel or overnight costs are included. These are the responsibility of each delegate.

Other costs

The **Annual Subscription for the Licensed Inventory Scheme (LIS)** is **£150+Vat p.a.**

A **Disclosure Scotland** CRB check costs about **£23.**

Professional Indemnity and **Public Liability Insurance** premiums for Inventory Clerks are available for **circa £22** per month including insurance tax.

How to Book your place on the New Entrant Training Course

- Complete in ink the Booking Form below, having read our terms and Conditions.
- Go online to www.inventory-portal.co.uk and look at our course dates.
- E-mail Inventory-Portal Ltd on info@inventory-portal.co.uk attaching a scanned copy of your completed and signed Course Booking Form.
- Go to www.inventory-portal.co.uk click onto our Inventory Clerk Training page and at the bottom of the page select our secure PayPal card payment service.
- Drop down the options tab to reveal "**New Entrant Inventory Course £405.38**" and click once to highlight it then click "**Pay Now**" and follow the prompts to make a secure online payment with credit or debit card.
- Alternatively post your Booking Form and Cheque to the IPL Admin unit address on the bottom of the Booking Form or make a BACS payment to the account details listed on the Booking Form leaving your name as the reference for the e-payment.
- If posting Cheques or using BACS please email us to let us know you have applied so we can reserve a space for you, pending clearance of your payment..

For more details

Go to our website at www.inventory-portal.co.uk

email us at info@inventory-portal.co.uk

Or call our mobile helpline on **07966 019551**



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Booking Form: **New-Entrant Inventory Course**

Private and Confidential

Important - Please complete this form in block letters

Data Protection Act – inventory-portal Ltd undertakes to process your data in accordance with the legal requirements of the Data Protection Act 1998. The data from this form will be used solely by Inventory-Portal Ltd and our direct training Partners for marketing & administrative purposes. Your details will be used to compile a mailing list to keep you updated on information that is available through the programme. All data is treated in confidence and is not disclosed to any third parties, other than when we are required to or permitted to by law, or when you have given consent.

Title:	Forename:	Surname:	Date of Training Course
Address:		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Relevant Disability: No: <input type="checkbox"/> Yes: <input type="checkbox"/>
Postcode:		Home phone	Mobile phone
Email:			
Your Current Job Role and Description:			
Professional Qualifications (Details of any professional body, qualifications/membership):			
I can confirm that I have read and understood the Terms and Conditions:			
No: <input type="checkbox"/> Yes: <input type="checkbox"/>			
Signature of Candidate:			Date:

Cheques payable to: Inventory-Portal Ltd and post to
Inventory-Portal Ltd Admin unit, 5 Brickwall Cottages, Frittenden, Kent TN17 2DH
Electronic Payments to Inventory-Portal Ltd, Lloyds TSB Bank PLC Sort Code 30-92-36
A/c No: 00826034 quoting your name as the reference i.d.for the electronic payment.
PayPal facility for Credit and Debit card payments is on the Training Page of our website.



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New Entrant Inventory Course Terms & Conditions

Fees

Our New-Entrant Inventory Course fees include Distance Learning Materials and 1 day of academic Training and examination. If candidates wish to opt for Membership of the Licensed Inventory Scheme (LIS) an additional annual membership fee is required. Candidates may choose not to join the Licensed Inventory Scheme, but work independently as an inventory provider without taking the additional Licensing Scheme benefits.

The Training Course Elements

Our New Entrant **Distance Learning Pack** requires self-discipline to complete on schedule, in advance of the training course. Please allow adequate time for study before attending the 1-day course or exam performance may be prejudiced.

The **1-day Inventory Training Course** provides candidates with academic training required before starting out in the Inventory Clerk business, and also for potential Membership of LIS.

Inventory-Portal Ltd does not guarantee that all candidates enrolling on this Course will successfully obtain Licensed status and membership of the Licensing Scheme remains voluntary for those who successfully pass the Inventory Training Course and examination. Additional practical training on inventory hardware and software and practice in property inspection are both required before proper levels of professional competence will be achieved.

Subsistence

During attended days the course fees include a light lunch and refreshments. Candidates will need to make their own travel and overnight accommodation arrangements as required for their personal circumstances. Any special dietary requirements should be confirmed at the outset, so we can liaise with the host venue.

Booking Terms

Telephone or e-mail enquiries are welcomed but will only constitute an Agreed Booking when a completed booking form and payment in full has been received and acknowledged by inventory-portal Ltd. Spaces are limited and will be allocated on a first-come first served basis.

The New Entrant Inventory Provider course fee is £345 + VAT (£405.38 including VAT).

On receipt of a completed Course Booking form and payment, Inventory-Portal Ltd will confirm the booking by email and issue a receipted VAT invoice. In the event that a pro-forma invoice is requested, no booking will be guaranteed until the payment has been received and acknowledged by Inventory-Portal Ltd

Amendments & Alterations

Course dates will be allocated at the time of enrolment and payment, these dates will be confirmed by email. Any candidate wishing to amend their course dates should contact us. Requests for changes with less than ten working days notice of the commencement of the event will be charged at £100 + VAT per delegate. Booking amendments are also subject to further course availability.

Acknowledgement of Bookings

Confirmation of registration, venue details and VAT receipt/invoice will be sent in acknowledgement of all bookings. Anyone not having received these details within 5 working days of making a provisional booking, should telephone to confirm a place has been booked.

Cancellations and Refunds

After enrolment onto the Course no cancellation or refunds are available. Course Fees are non-refundable. In the case of sponsored places, the delegate(s) and employer are jointly and severally liable for payment of all fees due. Both parties must be named and jointly endorse the Inventory Provider Course Booking forms.

Please Note

Inventory-Portal Ltd reserves the right to change the venue and / or speakers at any time and without prior notice. We accept no liability if an event does not take place for reasons beyond our control and we reserve the right to cancel the event, in which case only the course fees (not any 3rd party expenses travel or hotel expenses) will be refunded.

All bookings are subject to these conditions.