



Inventory-Portal Ltd

supplying professional inventory and property services throughout the UK

in partnership with



New Entrant Candidate Inventory-Provider Training Course

Leading to optional Membership of the

Inventory-Portal Ltd's

Licensed Inventory Scheme

Mobile advice line 07966 019551

e-mail info@inventory-portal.co.uk



Website 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. There are currently no nationally recognized standards or qualifications for Inventory Clerks.

The need to regularize and improve the Inventory supply chain is coming under close scrutiny as the Government moves further towards statutory regulation of the lettings industry; this includes a Government review of the sector during 2008.

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

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

An inventory and record of the condition of the building at the beginning and end of a tenancy are central to this process.

The Licensed Inventory Scheme (LIS) has developed a voluntary, national system for the training and regulation of Inventory Clerks.



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 months. Well over 1 million of these tenancies are managed by a structured industry of Letting Agents or Corporate Landlords.

Inventory Clerks may be instructed to carry out one or all of the following at different stages of the tenancy:

- Ingoing Inventory
- Check-in
- Outgoing Inventory
- Check-out
- Interim Visits

Guidance tips to help you understand your Accreditation

The **LIS Licensed Inventory Scheme Award** 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 2-Day Inventory Provider 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 that are covered within your distance learning material are:-

Unit 1 Working effectively as a professional inventory provider.

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 provider'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 for and undertaking the inventory inspection

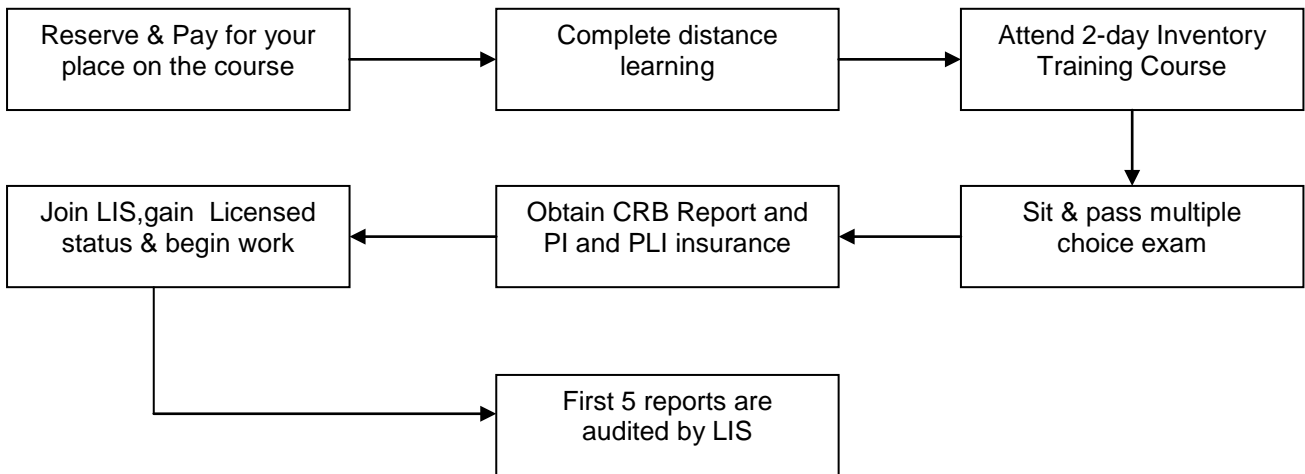
Unit 4 Creating the SMART- inventory Report

Unit 5 Disseminating and explaining the SMART- inventory Report

Units 3, 4 and 5 deal with the process of undertaking a professional inventory inspection using the 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 **2-day Inventory provider Training Course** in classroom sessions, group exercises, practical use of the PDA and Software and are tested in the adjudicated Exam.

Your full route to becoming accredited as a new entrant candidate is shown in the flow diagram below.



What happens once you have gained the Award?

All successful training course graduates are entitled to use the **SMART-inventory** software to produce **SMART-inventory Reports**.

You will need to acquire the correct **XTC6500 PDA device** onto which the SMART-inventory software will be loaded free of charge by **e-Tech Ltd**.

e-Tech Ltd are market leaders in PDA driven surveying software applications including **SMART-epc** and **SMART-floor plan** systems.

You will need to enter into a software contract with **e-Tech Ltd** to use the SMART-inventory software and pay the **report generation click-charges to e-Tech Ltd of £5.50+Vat, per report**

(a minimum monthly click charges of £10 per month +vat exist to maintain this software license).

Optional Membership of the Licensed Inventory Scheme (LIS)

Once you have passed Training and exam you will be able to join the optional, voluntary, **Licensed Inventory Scheme (LIS)** and use the “**licensed**” 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.

To join LIS you must have attended and passed training and examination with inventory-portal Ltd and supply an in-date CRB check (Disclosure Scotland) and to hold a current Professional Indemnity and General Liability Insurance Policy.

Where will the work come from?

Inventory-Portal Ltd aims to offer **LIS Members** the opportunity to carry out work for a panel managed or sub-contracted **panel** of our Licensed Members, subject to the availability of these instructions and the adequate national coverage of our members.

In the meantime our Members are encouraged and assisted to develop their local market by

canvassing letting agents, showing the sample **SMART-inventory Report** and promoting the benefits of a **Licensed Inventory Scheme Member** as a **Trained, Security-Checked and Quality Assured Professional**, able to supply a standardized, photo-embedded report electronically, to a consistently high Standard.

Inventory-Portal Ltd will actively promote the unique benefits of the **LIS Inventory Providers** and the **SMART-inventory Report (SIR)** centrally to all national and regional letting agents and to the wider market via promotional events and our website www.inventory-portal.co.uk

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 **portal** and agree our contract terms. We will take a modest percentage of the gross fee per report as our commission on all such instructions.

As a **Licensed** 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.

Fees

Our **New Entrant Inventory provider Course** costs a total of **£450+Vat (£528.75 incl Vat)** made up of-

- **Distance Learning pack @ £150 +Vat**
- **2 Day Inventory Provider Course @ £300 +Vat.**

Included within the course fees are 2 days of all 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 membership Subscription for the Licensed Inventory Scheme** is **£150+Vat p.a.**

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

Professional Indemnity and **Public Liability Insurance** policy premiums for Inventory Clerks are available for **£18 to £22** per month including insurance tax.

The current cost of the **XTC 6500 PDA** is approximately **£475+Vat** to buy outright, but these are also available on 24 month contracts from e-Tech Ltd @ circa **£30** per month (see eTech Ltd's website at www.etechnet.net for full 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.

Why choose to become a Licensed Inventory Scheme Member?

Once you have become a Licensed Inventory Scheme Member with inventory-portal Ltd and e-Tech Ltd 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.



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Booking Form: **New Entrant Inventory Provider 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: | | | |
| Email: | | Home phone Mobile phone | |
| 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: <div style="text-align: right;">No: <input type="checkbox"/> Yes: <input type="checkbox"/></div> | | | |
| 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 Training Course fees include all Course printed materials, 2 days of Training and examination. If candidates wish to opt for Membership of the Licensed Inventory Scheme an additional annual membership fee is required. Candidates may choose not to join the Licensed Inventory Scheme, but work independently as an inventory provider with the SMART-inventory software 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 2-day course or exam performance may be prejudiced.

The 2-day Inventory Provider Training Course provides candidates with the Knowledge and Understanding and practical Training required for use of the SMART-inventory software system and for potential Licensing by inventory-portal Ltd as a Licensed Inventory Scheme member. 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 optional and voluntary for those who successfully pass the Inventory Provider training Course and examination.

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. Events are run on pre-arranged advertised dates; therefore late payment can result in deferment onto the next available enrolment.

The New Entrant Inventory Provider course fee is £450 + VAT (£528.75 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 and obtain a unique reference number. Requests for changes with less than fifteen working days notice of the commencement of the event will be charged at £100 + VAT per person per two-days of training. Amendments are subject to further course availability and only one amendment or postponement per delegate booking is permitted per delegate.

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 10 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.