

COURSE GUIDE



# Certificate in Commercial Real Estate



# Certificate in Commercial Real Estate

**Language:** English

**Market sector:** Commercial Real Estate

**Course type:** Perpetual training programme

## Welcome

We are very excited that you have chosen to study the Certificate in Commercial Real Estate. This guide will set out some helpful information and tips for you to get the most out of this course. This guide contains the basic information about your course materials, how to engage with your peers and trainer and how to get support from the Training team.

## First steps

1. Familiarise yourself with the guidance materials provided on the main page of your course.
2. Introduce yourself to your peers and your trainer in the Introduction Forum.
3. Bookmark the course page.
4. We recommend that you use Google Chrome.
5. Disable pop-up blockers in the settings of your Internet browser.

## Method of study

This is an online course that you can study in your own time. There are nine modules, plus an exam at the end of the course. In each module, you have access to eLearning, reading, case study and a quiz. You also have access to recorded consolidation sessions, where a tutor will take you through the module, case study, and any tricky elements of learning. Each module is expected to take you one month. You are given a further two months to complete your exam and complete any further outstanding work. After this time, the course will end, and you will no longer have access to these materials.

## What support do you receive?

During the course, you will have access to a course discussion forum. If you have any **technical questions** about the subject, don't hesitate to post for support from our tutors.

Should you encounter any difficulties with the **course materials**, whether it is a technical or content-related issue, please contact the Online Academy team: [onlineacademy@rics.org](mailto:onlineacademy@rics.org)



# Course description

Commercial real estate serves a vast array of purposes, supporting public and private sector business and services, such as government, service industries, education, healthcare, manufacturing, telecommunications and other civil infrastructure.

This course is designed to give you a broad overview of the most important areas of knowledge in this sector, following the technical subject areas identified by RICS as being essential to everyone working in the sector.

By the end of the course, you'll understand a broad array of aspects that affect the value and of commercial property. This course is suitable for professionals working in the commercial property sector, for APC candidates on the Commercial Real Estate pathway, and for registered surveyors in other sectors.

## Course structure

Introduction – Meet the Trainer & Your Peers

Module 1 – Inspection

Module 2 – Measurement

Module 3 – Valuation

Module 4 – Leasing and Letting

Module 5 – Purchase and Sale

Module 6 – Development Appraisals

Module 7 – Landlord and Tenant

Module 8 – Property Finance and Funding

Module 9 – Investment Management

Online Course Exam

## Learning outcomes

At the end of this course, you will be able to:

1. Conduct commercial property inspections and prepare accurate reports and schedules.
2. Plan an inspection thinking about the instruction, the client and any HSE concerns.
3. Select the appropriate measurement tools and basis, and apply best practice to capture accurate data.
4. Understand what registered valuers do and how commercial properties are valued.
5. Use the comparable valuation method to come to an evidenced estimate of value for a commercial property.
6. Interpret valuation reports compiled by RICS registered valuers.
7. Demonstrate knowledge and understanding of how various types of property are let or leased.

8. Demonstrate knowledge and understanding of how various types of property are sold.
9. Identify the factors that affect the ability to obtain finance to fund any investment project, and identify appropriate sources of finance.
10. Describe the law and practice relating to landlord and tenant.
11. Carry out relevant negotiations to provide solutions to issues affecting both owners and occupiers of real estate.
12. Undertake development appraisals using relevant techniques and methodology.
13. Apply the principles of managing property as a financial investment.

## Learning resources

The resources in each technical module include various learning components to ensure you achieve the right level of knowledge for each competency.

**eLearning** - Interactive and fully responsive e-learning modules deliver the technical content in bite-size chunks, including examples, top tips, scenarios and activities for you to practice and assess your learning progress.

To ensure your progress is saved and you can resume where you left off, select the 'Exit course' button at the top right-hand corner of the screen before closing the e-learning window.

**Reading materials** - Each module is supported by structured reading materials such as professional guidance and standards, videos or the latest insight articles and research.

Essential reading files require you to view all files for the section to be marked as completed.

Further reading materials have been provided should you wish to expand your knowledge a bit further, but they are not mandatory.

**isurv troubleshooting tips** - Some of the reading will be available on isurv. To request access to isurv, please email [onlineacademy@rics.org](mailto:onlineacademy@rics.org).

**Discussion forum** - Forums are a great social learning tool for you to share information and experiences with your fellow students about the course topics, how they apply to you and/or your industry as well as to ask questions to your trainer, they will reply within 3 to 5 working days.

**Case study** - Every module has a graded case study for you to apply what you have learned in a more practical sense. The tutor will review your submission and provide you with feedback on your strengths, areas for improvement and actions to take.

After you have submitted the case study, a model answer will be automatically released. You must submit your case study for this activity to be marked as completed.

**Consolidation session** - This is a one-hour recorded webclass that consolidates learning from the e-learning modules, reading materials, case studies and common questions that have been raised in the forum. You do not need to mark this activity as completed.

**End of module quiz** - A short assessment at the end of each module tracks your progress in the course. Quizzes do not have a passing grade, but you must attempt them to have the activity marked as completed.

**End of course exam** - After you have completed all the learning activities (i.e., eLearning, case study and End of module quiz) in each module, you can unlock the final course exam. The exam consists of 50 multiple-choice questions. The passing grade is 65% and you will have one hour to complete it. You are allowed 2 attempts, however the second attempt is only released 24 hours after the first attempt.

Your certificate can be downloaded once you have passed the exam and answered the feedback survey.