



ACCREDITATION & TRAINING FOR LANDLORDS AND AGENTS SERVICE (ATLAS)
LONDON LANDLORDS ACCREDITATION SCHEME (LLAS)
CPD (CONTINUOUS PROFESSIONAL DEVELOPMENT) POLICY

The aims of Accreditation & Training for Landlords and Agents (ATLAS) and London Landlords Accreditation Scheme (LLAS) 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 ATLAS/LLAS 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

- 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 ATLAS/LLAS 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 ATLAS

Monitoring

Monitoring of the scheme is undertaken via annual CPD compliance sampling via email and online. It is recommended that accredited landlords and agents make an annual declaration in respect of their **30 CPDs** points via email or online for a 2yr accreditation & **18 CPD points** for 5yr accreditation

Reaccreditation

Individuals accredited with the Accreditation & Training for Landlords and Agents Service (ATLAS) will be re-accredited after 2yrs or 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 2 years or 5 Years of being accredited
- D) Have accumulated **60 CPD points** for the 2years of accreditation
- E) Have accumulated **90 CPD points** for the 5years of accreditation
- F) They have undertaken at least one training session (3hours) on sustainability issues incorporating fuel poverty, and energy efficiency. The training may be provided by ATLAS 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 2ys or 5 years. Please note that this CPD training will count towards your reaccreditation. The training may be provided by ATLAS 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/ATLAS Conference and Award Ceremonies	CPD awarded on the day of the Event	10points
Attendance at the LLAS/ATLAS Networking Events	CPD on the date of Event	10points
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 ATLAS – full day	CPD awarded for each day attended	8 points
Additional training provided by ATLAS ½	CPD awarded for each ½ day session attended	5 points
Additional training provided by other bodies full Year	CPD awarded for each Year attended	12 points
Additional training provided by other bodies and online training –with relevance to PRS per day	Details to be submitted to ATLAS 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	1- 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 ATLAS 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	1-5 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 ATLAS accordingly. CPD certificates to be awarded by the local authority	3-5 points

Difficulties in meeting CPD Requirements

- It is recommended that members who have not been able to accumulate the required CPD points can pay again and attend the LLAS training at the normal fee of **£99.90 for 2yrs/£199.90 for 5yrs**. And provided they successfully complete the course they will be reaccredited accordingly
- 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 2years.
- The landlord/agent will need to meet the 90 CPD point's requirements over the 5 years of accreditation for their accreditation to be extended for a further 5years
- Re-accreditation training is for landlords and Agents that have not accumulated the required 60/90 CPD points required for reaccreditation for another 2 or 5yrs
- 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 ATLAS. Any requests for CPD to be awarded for activities other than those included here should also be submitted via online at www.londonlandlords.org.uk