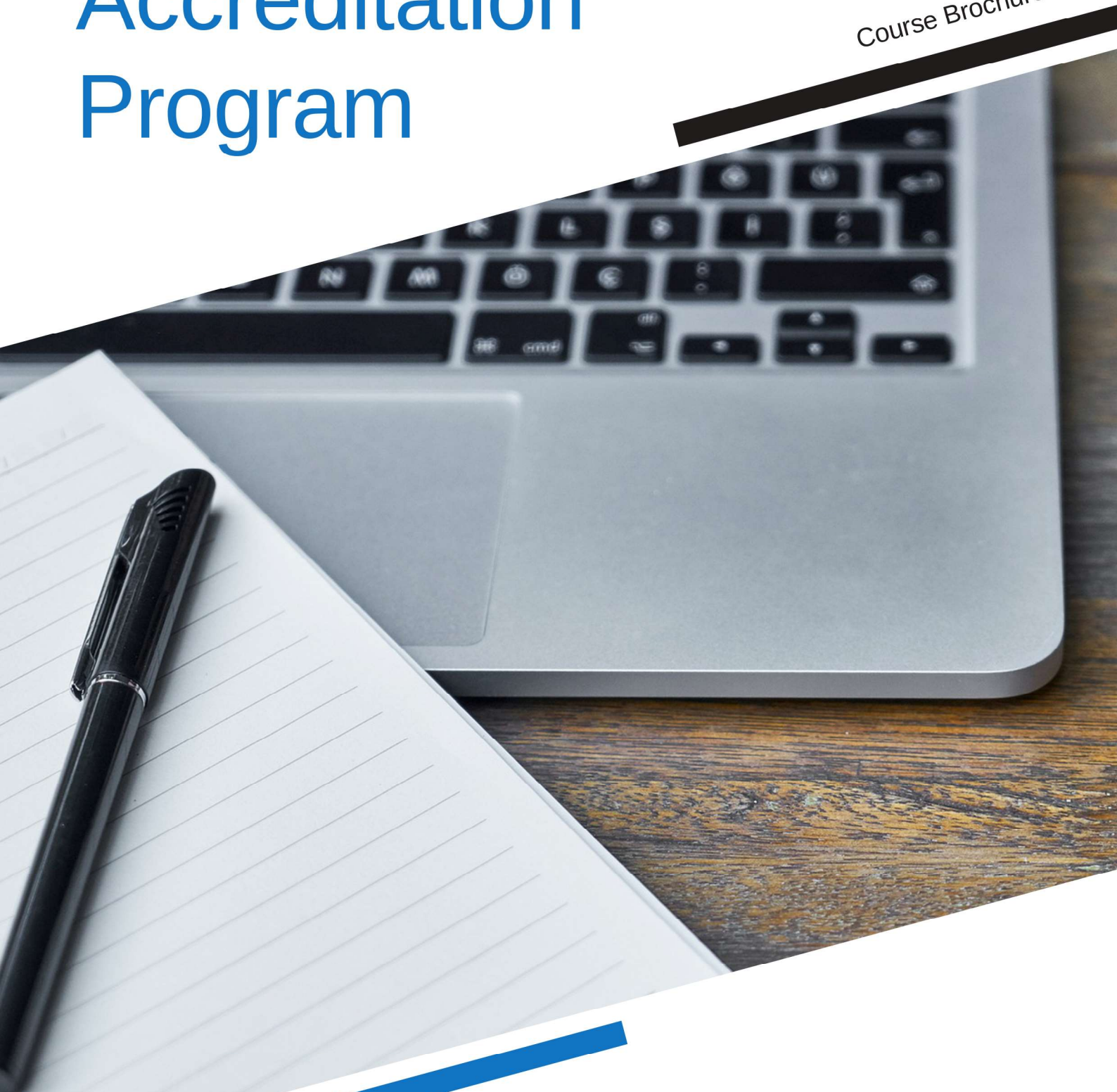


# PIPA Accreditation Program

Course Brochure



[www.pipa.asn.au](http://www.pipa.asn.au)

PROPERTY  
INVESTMENT  
PROFESSIONALS  
OF AUSTRALIA







# ? Who is PIPA?

The Property Investment Professionals of Australia (PIPA) was formed by industry practitioners with the objective of representing and raising the professional standards of all those industries involved with property investment.

By developing codes of ethics and conduct, and professional standards of accreditation and education, PIPA and its members demonstrate to the investing public, government, regulators, media, and other stakeholders their commitment to excellence.

“ This program has been developed as an industry benchmark of knowledge and skills for all those professionals in industries involved with property investment and for individuals wishing to develop a career in property investment advising ”

## Program Aim

PIPA has developed the PIPA Accreditation Program, a professional industry award, to address the need for professionals in the property investment industry and related industries to be appropriately qualified to give advice in property investment.

PIPA is committed to the development of industry standards in property investment advice. It has developed the Accreditation Program as the first step in quality education for all those involved in giving property investment advice to retail property investors.

The Accreditation Program has been aligned with the Financial Services Reform (FSR) provisions of the Corporations Act and with ASIC Regulatory Guide 146 training requirements for regulated financial services.

# Program Structure

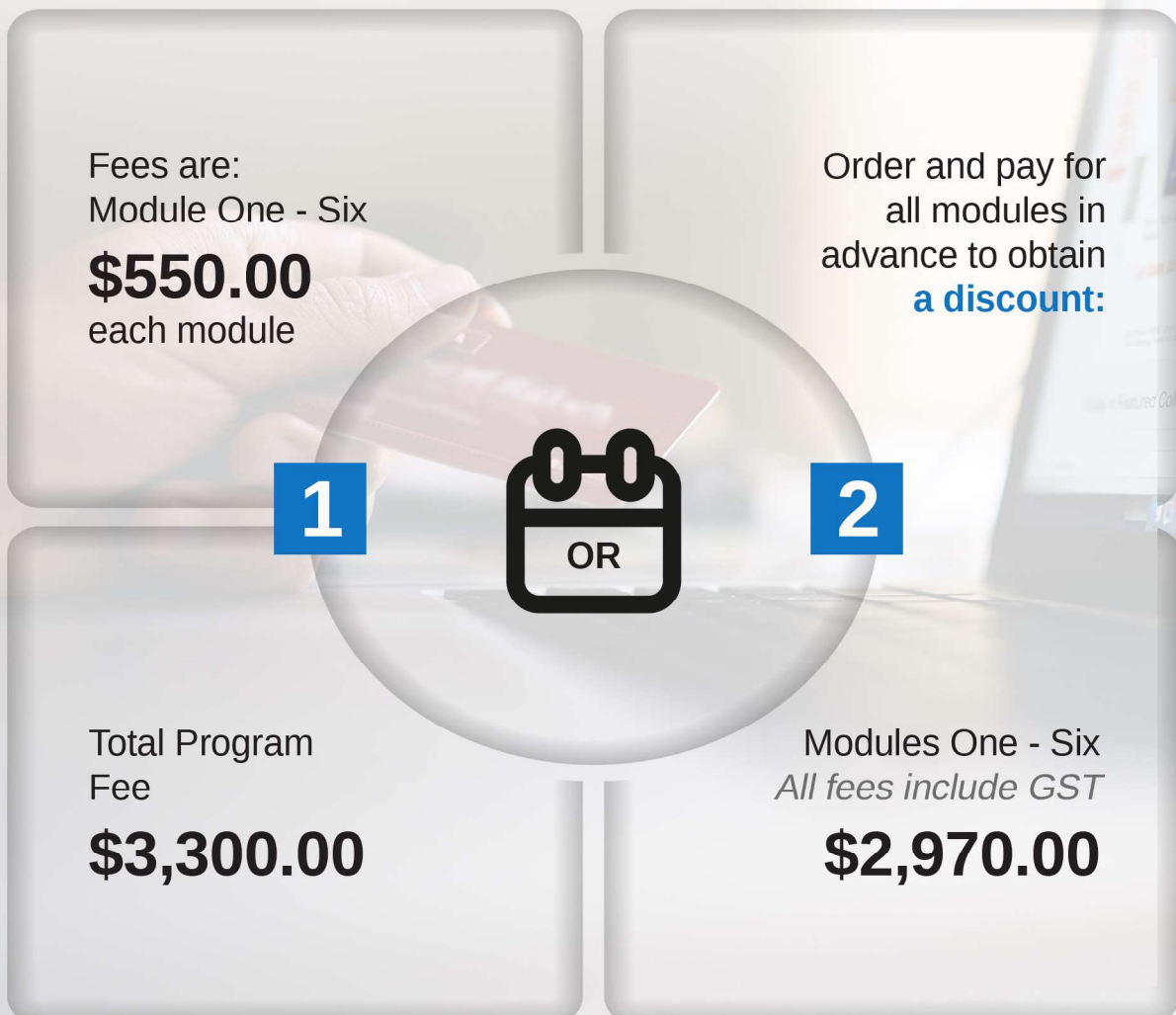
This program is an Industry Accreditation Program, consisting of six modules. Each module is divided into topics which you progress through via the online learning portal.

Assessment is a blended approach, consisting of end of topic assessments and a final online exam for each module, plus a skills assessment as a third assessment component of Module 6.

Each module is designed to be studied at your own pace, with a time limit to complete each module of 6 months from the date of enrolment. Modules should be studied in sequence from Module 1 to Module 6 - that is, later modules will assume that you have already completed the earlier ones. Participants who successfully complete the program and satisfy PIPA criteria will be entitled to use the post-nominal "QPIA®" (Qualified Property Investment Adviser)\*\*.

# Program Enrolment Fees

You may order modules as you require them. Once despatched, you will be provided with six calendar months to complete your module.



Fees are:  
Module One - Six  
**\$550.00**  
each module

Order and pay for  
all modules in  
advance to obtain  
**a discount:**

**1**

**2**

Total Program  
Fee  
**\$3,300.00**

Modules One - Six  
*All fees include GST*  
**\$2,970.00**





## Module 1: An Introduction to Property Investing

This module includes a brief introduction to the principles of risk and return, considers the aspects of direct property that distinguish it from other asset classes, as well as providing a brief history of property investment.

Investment in property can be a highly successful strategy for wealth creation; however, it needs to be considered in light of the mix of assets contained in your client's investment portfolio. Investors need to understand the relative merits, risks, and possible returns of all different types of investment classes in order to make an informed decision. Being able to research, analyse and evaluate the merits of property is a necessary skill for a property investment adviser. Module 1 is therefore designed to provide you with the foundational knowledge base to complete the rest of the course.



## Content Outline

**Topic 1** - Introduction to Property and Property Types

**Topic 2** - Investment, Property as an Investment and Property Advice

**Topic 3** - Principles of Strategy Development

**Topic 4** - Other Property Strategies and Exit Strategies



# Learning Objectives

- Define the concept of property as an item that can be purchased and held
- Explain the possible positive benefits associated with investing in property
- Compare five different categories of property and their benefits and downsides
- Explain the different structures available to purchase investment property
- Discuss the relative merits of property types such as off the plan, commercial, niche, and residential property
- Understand what it means to invest
- Identify property investment as a unique type of investment
- Understand the concepts of advice and property advice
- Identify the types of advice that can be given to clients and the distinctions between them
- Identify the roles and responsibilities of property investment and financial planning professionals
- Identify the importance of different types of basic investing principles such as diversity, risk, research, and finance
- List the criteria applicable to assess potential property investment suitability for clients
- Describe property investment strategies such as trading, developing, and speculating
- Define the importance of an exit strategy for your clients and what that involves including selling, keeping, or selling part thereof
- Introduce the concept of a Property Investment Report (PIR)





# Module 2:

## Legislation and Regulation of Property

This module identifies the issues and the different areas of law that interact with property. We have already mentioned that property advice is currently an unregulated space. However, while advice is unregulated, many other areas of law and regulation impact property investing.

This includes historical common law protections, consumer protection legislation and regulation impacting conduct with clients, legislation in relation to property, landlords, and tenants, OH&S, etc. As well there is the space of relevant codes of practice, such as PIPA's own. These need to be taken into account as you help your client think about their overall investment position.



## Content Outline

**Topic 1** - Consumer Protection

**Topic 2** - Other Legislation Impacting Property

**Topic 3** - Code of Practice

**Topic 4** - External Regulatory Advisers





# Learning Objectives

- List basic contract law principles applicable to property investment
- Describe Duty of Care and Fiduciary Duty
- Describe unconscionable conduct
- List examples of misleading and deceptive conduct and their implications in property investment
- Describe the Privacy Act and Consumer Credit Code
- Describe possible implications of the Corporations Act, Financial Services Reform, and Hawking Guidelines
- Explain basic building legislation, laws applicable to property investment around construction, leasing, and tenancy agreements
- Explain basic legislation applicable to real estate agents
- Describe where to source information regarding foreign investment in real estate in Australia
- Describe the PIPA Code of Conduct and brainstorm ethics based issues
- Define financial literacy
- Describe other organisations Code of Conducts and Rules of Practice
- Understand the relevance of major players in the property investment and financial services sector
- Describe the role of ASIC, APRA, the ACCC, and other financial services legislation and regulatory bodies and acts
- List the laws applicable to an Australian Financial Services Licence holder
- List the necessary documentation required to run an Australian Financial Services practice
- Explain the importance and necessary contents of an Occupational Health and Safety policy



# Module 3:

## Property and the Broader Economy

Module 3 will assist your understanding of property as a part of the broader Australian economy.

The history of the Australian economy, albeit since British colonisation, is discussed as well as sectors of the Australian economy and the concept of cycles of economic activity.

The module also discusses property as an industry that crosses all economic sectors and is a vital part of each. But, within the property industry, there are times of boom and bust, times of property 'bubbles' (perceived highpoints in property values), and downturns.



# Content Outline

**Topic 1** - The Economic History of Australia

**Topic 2** - Way to look at a Contemporary Economy

**Topic 3** - Business (or Economic) Cycles

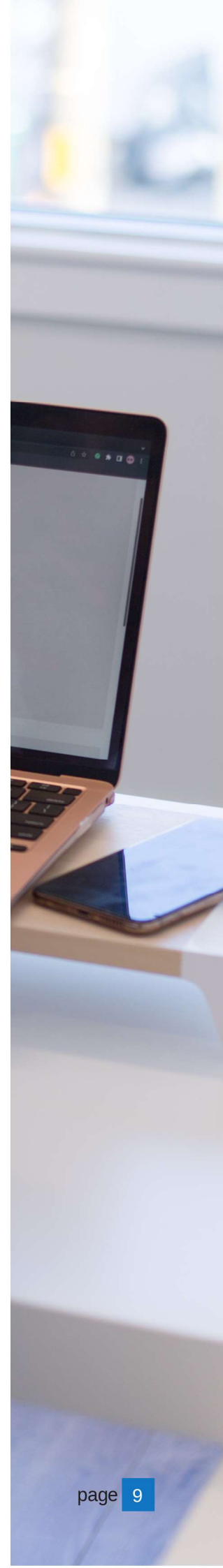
**Topic 4** - The Property Industry as Part of the Australian Economy





# Learning Objectives

- Understand the post-colonial history of the Australian economy
- Sectors of the Australian economy
- Cycles of economic activity
- Define a mixed economy
- Define a market economy
- Understand the difference between open and closed economies
- Understand Gross Domestic Product (GDP) and the industry sectors that generate GDP
- What makes economies strong and understanding the different sectors
- List the four phases of business or economic cycles
- What contributes to expansions in economic activity
- What contributes to contractions in economic activity
- The factors that influence the demand for goods and services
- Explain how property is an industry in its own right that spans across all sectors
- List the many variables that impact the property industry
- Government policies that directly impact the property industry
- Explain the cyclical characteristics of the real estate market
- How supply and demand factors influence the value of properties and the rents they command





# Module 4:

## Property as an Investment

Module 4 identifies the issues that need to be taken into account as you help your client think about their overall investment position.

Investment in property can be a highly successful strategy for wealth creation; however, it needs to be considered in light of the mix of assets contained in your client's investment portfolio. Investors need to understand the relative merits, risks, and possible returns of all different types of investment classes in order to make an informed decision.

Module 4 also covers different property types, land and building use principles and gives you an overview of building and construction types used in Australia.





# Content Outline

PROPERTY  
INVESTMENT  
PROFESSIONALS  
OF AUSTRALIA

PIPA

**Topic 1** - Property Investment

**Topic 2** - Researching, Collecting and  
Analysing

**Topic 3** - Evaluating Property

**Topic 4** - Direct Property Types

**Topic 5** - Land Use and Town Planning  
Principles

**Topic 6** - Building Re-use and Renovations

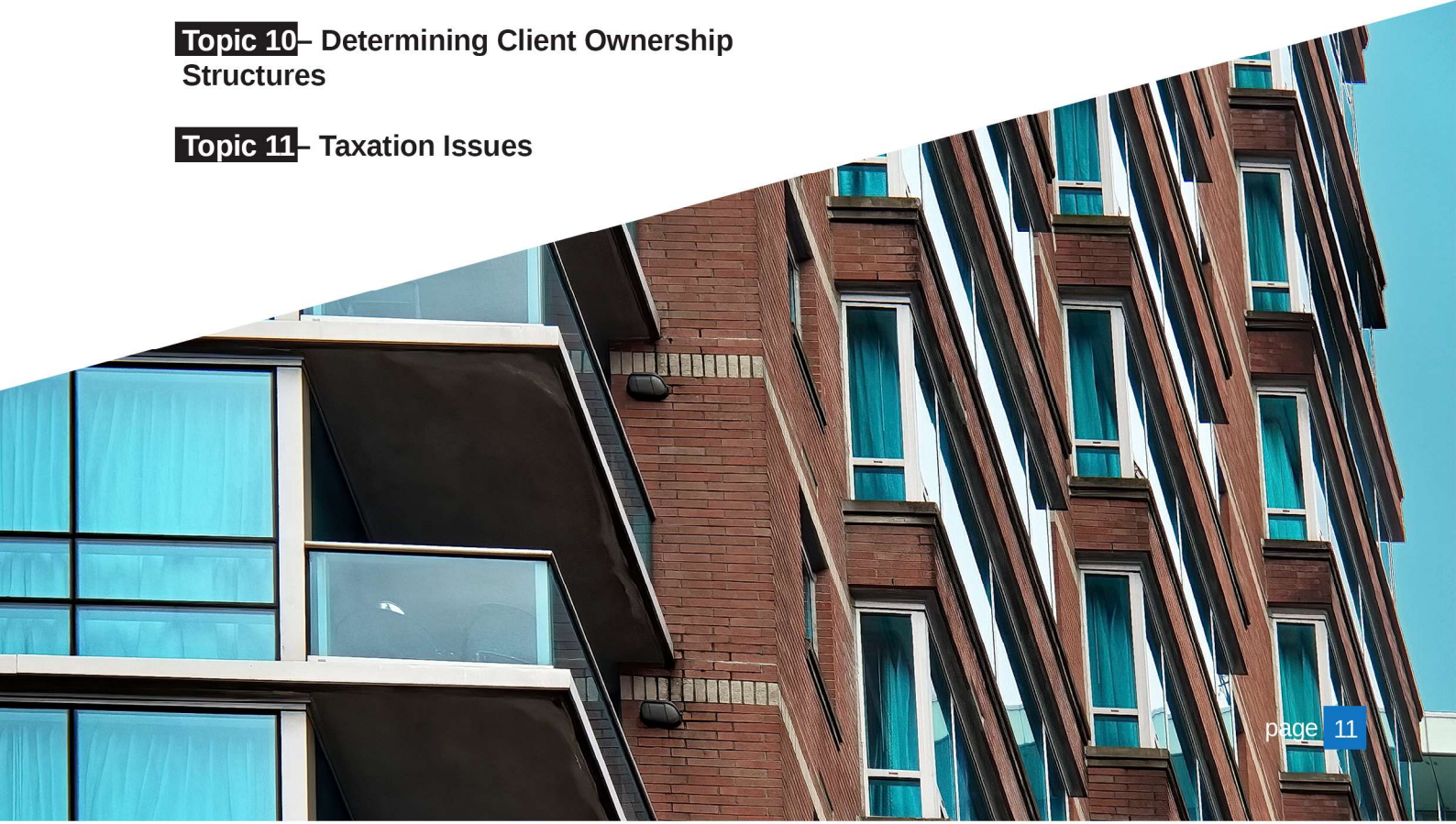
**Topic 7** - Construction and Building Regulation  
and Implications

**Topic 8** - Property Management

**Topic 9** - Establishing Ongoing Management

**Topic 10** - Determining Client Ownership  
Structures

**Topic 11** - Taxation Issues




# Learning Objectives

- Explain the possible positive benefits associated with investing in property
- Explain the possible negative issues associated with investing in property
- Identify the five reasons that would potentially match property investment as a tool for investors
- Compare five different categories of property and their benefits and downsides
- Explain the different structures available to purchase an investment property
- Discuss the relative merits of property types such as off the plan, commercial, niche, and residential property
- Identify the elements that constitute an appropriate financial plan for a client
- Explain the concepts of risk and return
- List the characteristics that constitute a quality property investment
- Describe the importance of determining the client's financial goals and objectives
- Explain the concepts of risk and return
- List the characteristics that constitute a quality property investment
- Describe the importance of determining the client's financial goals and objectives
- Explain the impact of demographics on property investment related decisions
- Describe the difference between gross and net returns on investment
- Discuss the importance of 'ease of management' characteristics
- Analyse potential risk factors
- Describe other features such as location, fixtures, land size, and quality
- List the advantages and disadvantages of investing in residential property
- List the advantages and disadvantages of investing in commercial and industrial property
- List the advantages and disadvantages of investing in rural and special use property
- Describe the differences between local, state, and federal government planning involvement in land use





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- List the relevant building codes necessary for property investors
  - Explain the meaning of the terms caveat, covenant, and easement
  - Describe the trend of renovation of investment property in Australia state by state
  - List the national Top 10 renovation trends
  - Explain the merits of different types of renovation trends
  - Discuss possible impacts of greenhouse emissions in regard to building renovations
  - List statutory requirements for building
  - Describe the common components in a building contract
  - List necessary items to check for in both new and older property regarding the condition of the property
  - Describe the importance of a property pre-purchase inspection
  - Describe the principles of effective property management
  - List common elements contained in property management agreements
  - Discuss appropriate ways to deal with common property maintenance issues
  - Differentiate between urgent and non-urgent repairs and maintenance
  - Compare different types of property management
  - Describe the process of engaging a property manager's services
  - Discuss the state based residential tenancy acts
  - Compare seven different types of client ownership structures and their relative merits
  - Explain the rules associated with a client investing within a self-managed super fund
  - Describe the process for valuing property using both the net present value and discounted cash flow techniques as well as other valuation methodology
  - Describe taxation types which may or may not be currently applicable to property investment such as capital gains tax, stamp duty, land tax, and income tax
  - List income tax deductions applicable to property investors
  - Define the concepts of tax avoidance, tax evasion, and tax planning
  - Explain common taxation issues that property investors encounter in Australia
  - List income tax deductions applicable to property investors
  - Explain capital gains tax (CGT)



# Module 5:

## The Purchase Process and Financing

Buying property requires a series of steps to be completed in a specific order (which also is explained state by state). It is imperative as a property investment adviser, that you have a sound knowledge of all aspects of this process to advise and assist your clients.

We also explain due diligence, settlement, caveats, deposits, deposit bonds, and cooling-off periods. Negotiation skills are also covered in this module. This module will also provide an overview of both a client's financial capacity as well as their borrowing capacity. You will need to have knowledge of different types of loans and loan products available to your clients and which ones may be more suitable given their personal circumstances.

We also cover the various loan structures, types of borrowers, and client ownership structures, which may be applicable to your clients. Each part of the loan application process is also covered.





# Content Outline

**Topic 1** - Valuations

**Topic 2** - Buying the Property

**Topic 3** - The Roles of Associated Professionals

**Topic 4** - Overview of the Settlement Process

**Topic 5** - Gearing

**Topic 6** - Financial Capacity

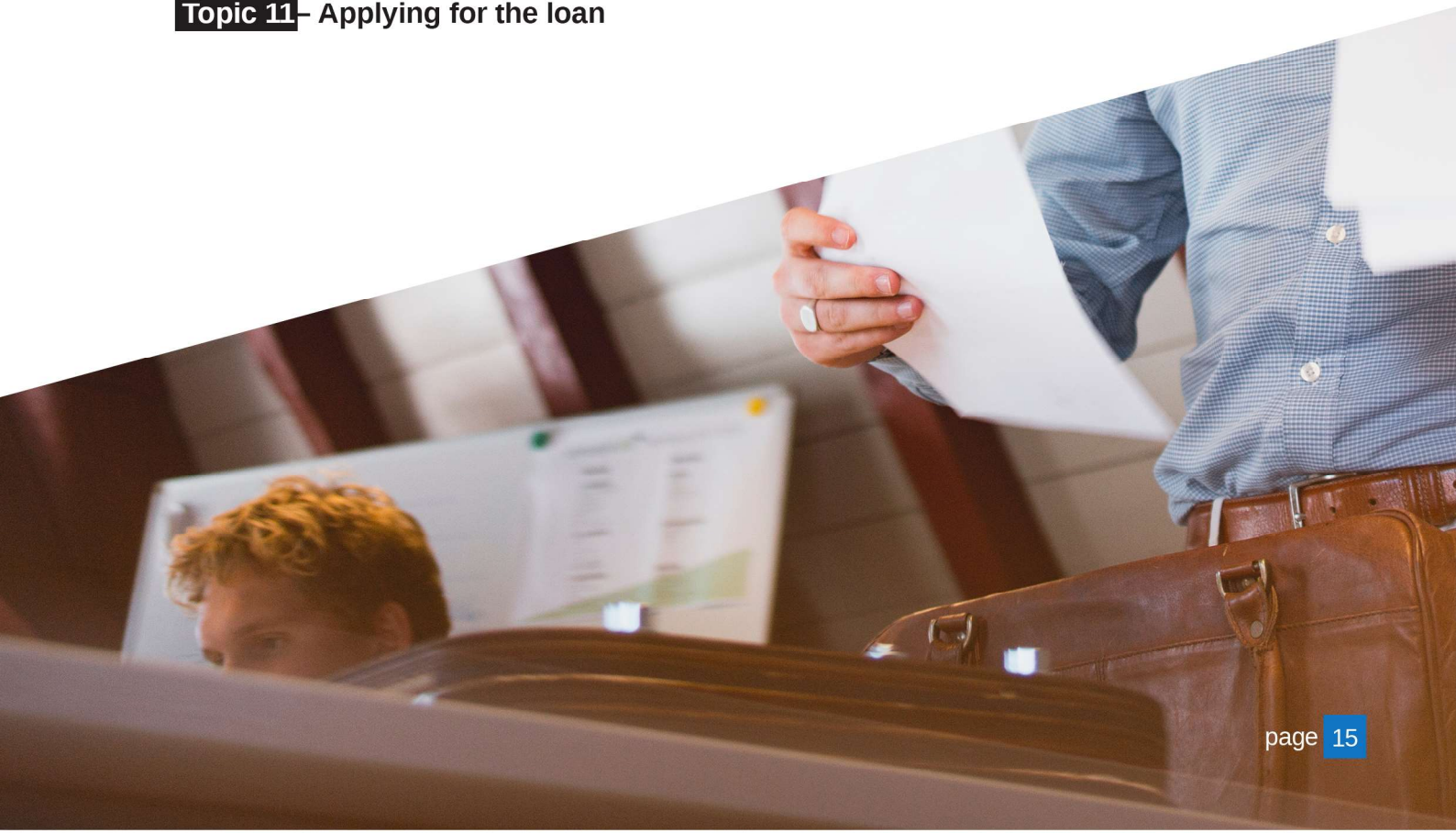
**Topic 7** - Loans

**Topic 8** - Types of Loan Products

**Topic 9** - Types of Borrowers

**Topic 10** - Sources of Finance

**Topic 11** - Applying for the loan



# Learning Objectives

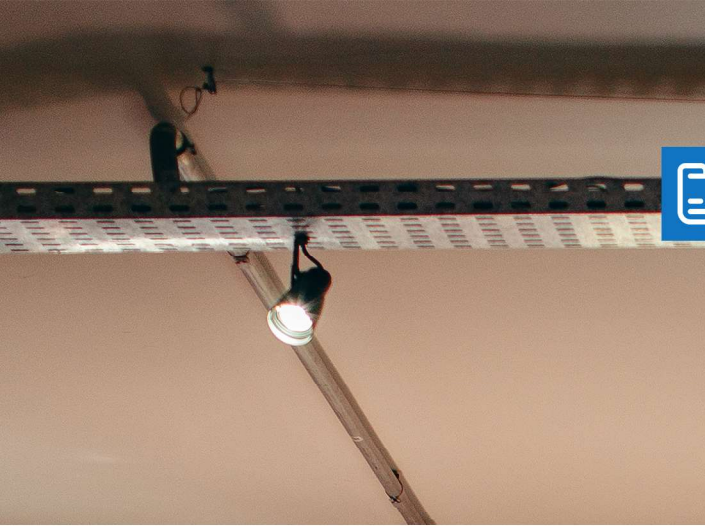
- Explain the buying and selling process in depth state by state
- List different valuation methodology used such as government, summation, bank valuations and appraisals and when they are used
- Describe the process of making offers on property
- Brainstorm appropriate negotiation tactics that your clients should use
- List the steps necessary to ensure settlement of a property occurs
- Describe the tasks required of the purchaser, the vendor, and all associated professionals
- Explain the different types of property title applicable in Australia
- Describe the term due diligence and explain appropriate due diligence steps
- Explain the meaning of the terms caveat, covenant, and easement
- List features of contracts state by state
- List the necessary steps for settlement
- Explain the concept of gearing and how it applies to investing







- Explain the characteristics of positive gearing, negative gearing, neutral gearing, and positive cash flow
- Identify different risks associated with gearing such as cash flow, return, and risk
- Explain the concept of capital growth
- Explain the factors impacting a potential client's financial capacity
- List and explain the importance of the four factors that affect a client's borrowing capacity
- List the different loan types typically offered by lenders and their suitability for different investor needs such as principal and Interest, line of credit, and interest only
- Explain the different types of loan products
- Explain the different types of borrowers
- List the different types of lending institutions that lenders may access to purchase investment properties
- Describe the process for applying for loans from start to finish
- Explain the four different methods that borrowers may use to raise a deposit



# Module 6:

## Property Advice and the Advice Model

This module discusses the importance of working with clients in a way that builds their confidence and trust in the professionalism of the property investment adviser. We also take you through to completion of their service, including all six steps of the property investment advice model.

Your rapport and communication skills as a qualified property investment adviser are paramount to the successful relationship between adviser and client. These skills are explored in this module. We also cover the after purchase considerations and how to maintain a long-term relationship with your client, as well as things you'll need to consider such as recording and filing documentation and evaluating the success of the strategy on a longer-term basis.

All you need to do to ensure you can help your clients select, buy, manage, and realise the benefit of their investment, come together here. Module 6 takes you from selecting properties to meet your client's needs right through to helping clients review their investment strategies to make sure their investment aims, and goals are being realised.



# Content Outline

**Topic 1** - Considerations for a Property Investment Strategy

**Topic 2** - The Advising Process

**Topic 3** - Concluding Consultations with the client

**Topic 4** - Evaluating Performance

**Topic 5** - Preparing and Filing Client Documentation





# Learning Objectives

- Describe the concepts of rental growth and return, capital growth and reducing tax
- Describe risks associated with different property types such as residential, commercial, rural and specialist use
- Describe the importance of determining the client's true investment goals and financial objectives
- List potential risks in the investment property process such as gearing, illiquidity and market volatility
- List the six steps in the property investment advice model
- Explain the concept of rapport and why it is imperative in the Property Investment Adviser-Client Relationship
- Brainstorm the essential elements of effective communication
- Describe the importance and relevance of an investing timeline
- Set SMART goals and help clients set SMART goals
- Describe other complimentary services that you as a property investment adviser may offer and their applicability
- List the steps to evaluate an investments performance including growth, rental yield, and loan product structures
- Explain other factors such as market fluctuations, interest rate cycles and tenant issues
- Describe and list the principles for on-going portfolio reviews with clients
- List the necessary steps to effectively file documents and keep appropriate records
- Practice using the property investment fact finder to maximum effect





# Suggested Study Schedules

The following is a suggested timeframe only. As this is a self-paced learning program, you can take as much or as little time as you need. The time you are able to spend on the program will depend on your work and other commitments.

The following schedule is suggested for a person who is fitting in study around full-time work. If you are not working full time and can devote more time to study, you may find you can progress more quickly.



## Module 1:

### An Introduction to Property Investing

Schedule	Topic
Week 1	Read through the Course Introduction.
Week 2	Read Topic 1 and do the activities.
Week 3	Read Topic 2 and do the activities.
Week 4	Read Topic 3 and do the activities.
Week 5	Read Topic 4 and do the activities.
Week 6	Read the Module Summary.
Week 7	Complete the assessments.

## Module 2:

### Legislation and Regulation of Property

Schedule	Topic
Week 1	Read through the Course Introduction.
Week 2	Read Topic 1 and do the activities.
Week 3	Read Topic 2 and do the activities.
Week 4	Read Topic 3 and do the activities.
Week 5	Read Topic 4 and do the activities.
Week 6	Read the Module Summary.
Week 7	Complete the assessments.

## Module 3:

### Property and the Broader Economy

Schedule	Topic
Week 1	Read through the Course Introduction.
Week 2	Read Topic 1 and do the activities.
Week 3	Read Topic 2 and do the activities.
Week 4	Read Topic 3 and do the activities.
Week 5	Read Topic 4 and do the activities.
Week 6	Read the Module Summary.
Week 7	Complete the assessments.

## Module 4: Property as an Investment

Schedule	Topic
Week 1	Read through the Course Introduction.
Week 2	Read Topic 1 and do the activities.
Week 3	Read Topic 2 and do the activities.
Week 4	Read Topic 3 and do the activities.
Week 5	Read Topic 4 and do the activities.
Week 6	Read Topic 5 and do the activities.
Week 7	Read Topic 6 and do the activities.
Week 8	Read Topic 7 and do the activities.
Week 9	Read Topic 8 and do the activities.
Week 10	Read Topic 9 and do the activities.
Week 11	Read Topic 10 and do the activities.
Week 12	Read Topic 11 and do the activities.
Week 13	Read Module Summary.
Week 14	Commence assessments.

## Module 5: The Purchase Process and Financing

Schedule	Topic
Week 1	Read through the Course Introduction.
Week 2	Read Topic 1 and do the activities.
Week 3	Read Topic 2 and do the activities.
Week 4	Read Topic 3 and do the activities.
Week 5	Read Topic 4 and do the activities.
Week 6	Read Topic 5 and do the activities.
Week 7	Read Topic 6 and do the activities.
Week 8	Read Topic 7 and do the activities.
Week 9	Read Topic 8 and do the activities.
Week 10	Read Topic 9 and do the activities.
Week 11	Read Topic 10 and do the activities.
Week 12	Read Topic 11 and do the activities.
Week 13	Read Module Summary.
Week 14	Commence assessments.



## Module 6: The Advice Model

Schedule	Topic
Week 1	Read through the Course Introduction.
Week 2	Read Topic 1 and do the activities.
Week 3	Read Topic 2 and do the activities.
Week 4	Read Topic 3 and do the activities.
Week 5	Read Topic 4 and do the activities.
Week 6	Read Topic 5 and do the activities.
Week 7	Read Module Summary.
Week 8	Commence assessments.



# PIPA

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