



## What does the course cover and who should attend?

This 'TDS Academy Approved' accreditation course is designed for landlords, letting agents, property managers and inventory clerks. Attendees will gain an understanding of legislation, regulation and best practice surrounding deposit protection with robust report creation techniques that avoid disputes, whilst evidencing safety compliance.

## Course summary

The 'TDS Academy Approved' accreditation is an online course comprised of 2 live online modules and 2 on-demand anytime (pre-recorded) modules:

**Module 1:** TDS Foundation Course (Live Online) 2 separate 1.5 hour sessions (Total 3 hours).

**Module 2:** TDS Adjudication Workshop (Live Online) 2 separate 1.5 hour sessions (Total 3 hours).

**Module 3:** Pre-Tenancy Activity and Inventory/Check-In (On-Demand Anytime) 1.5 hour session (Total 1.5 hours).

**Module 4:** Post-Tenancy Mid-Term and Check-Out (On-Demand Anytime) 1.5 hour session (Total 1.5 hours).

Each completed module will be followed with a certificate of attendance. Of course, it's optional to complete all 4 modules listed above, but in doing so you will be permitted to display the 'TDS Academy Approved' logo within your reports and marketing collateral for 18 months (course renewal then required).

Modules can be completed in any order you choose, although we recommend completing them in the order they have been designed (1 through to 4).

## How much does it cost?

Each session costs £25 (Inc VAT) and overall there are 6 sessions in total = £150 (Inc VAT). Each of the 6 sessions must be paid individually by credit/debit card via the secure [TDS Academy Website](#).

## Is there a time limit to completing the accreditation?

There is a 3 month window to complete the accreditation after you have completed your first session.

## Is there an exam?

No – at the moment there are no examination questions at the end of the course. We may look to introduce multiple choice questions in the future, but that will not affect any existing completed accreditations.

## What will I learn?

- ☒ Essential knowledge surrounding deposit protection, legislation and dispute resolution.
- ☒ How to think like an adjudicator and understand the importance of objective reports/evidence.
- ☒ Case study examples to apply the course knowledge to genuine scenarios.
- ☒ How to structure a dispute file.
- ☒ Essential knowledge around check-in procedures and creating robust inventory reports.
- ☒ The purpose of mid-term visits with tenancy compliance checklists.
- ☒ How to manage expectations pre and post check-out.
- ☒ Essential knowledge for creating robust check-out reports with objective evidence.
- ☒ How 'Fair Wear and Tear' guidance should be considered within realistic deposit deduction expectations.



## **'Live Online' Sessions (Modules 1 & 2)**

### **Module 1**

#### **TDS Foundation course**

**[3 hours CPD with a TDS Academy attendance certificate]**

An introduction to deposit protection, legislation and dispute resolution. The course is aimed at letting agents, landlords and inventory clerks as well as anyone else who wishes to have a good understanding of deposit protection and dispute resolution in England and Wales. [We can run similar programmes in Scotland and Northern Ireland].

The course runs over 2 separate 1.5 hour live online sessions (Total 3 hours).

### **Module 2**

#### **TDS Adjudication workshop**

**[3 hours CPD with a TDS Academy attendance certificate]**

A more interactive course online session looking at details of adjudication issues, how an adjudicator looks at cases, the importance of inventories and check outs, how to structure a dispute file and an examination of some case studies. The course is aimed at letting agents, landlords and inventory clerks as well as anyone else who wishes to have a good understanding of adjudication and dispute resolution in England and Wales. [We can run similar programmes in Scotland and Northern Ireland]

The course runs over 2 separate 1.5 hour live online sessions (Total 3 hours).

## **'On-Demand Anytime' Sessions (Modules 3 & 4)**

### **Module 3**

#### **Pre-tenancy activity and inventory/check in**

**[1.5 hours CPD with a TDS Academy attendance certificate]**

- ☑ Introduction to inventories.
- ☑ TDS position on the importance of doing an inventory.
- ☑ The check-in process and analysis of best practice with or without tech use.
- ☑ Practical tips for compiling your report with or without tech use.
- ☑ Visual demo of how to build an inventory and what to include.
- ☑ Vocabulary and terminology.
- ☑ What to include e.g. keys, utilities, brands, colour.
- ☑ Case study good/bad example.

#### **This Course Includes:**

- ▶ 90 Minutes on-demand video.
- 📄 12 downloadable resources.
- 📱 Access on desktop, tablet or smartphone.
- ⌚ On-demand lifetime access.
- 🏆 Certificate of completion.

### **Module 4**

#### **Mid-term visits and end of tenancy check-out**

**[1.5 hours CPD with a TDS Academy attendance certificate]**

- ☑ Introduction to mid-term visits from landlord and tenant perspectives.
- ☑ Considerations when performing mid-term visits.
- ☑ Legal, regulatory and best practice when performing mid-term visits.
- ☑ Frequency guidance in performing mid-term visits.
- ☑ Advantages of well performed mid-term visits.
- ☑ Practical guidance on performing and creating mid-term visit reports.
- ☑ Introduction to check-outs and the purpose of performing them.
- ☑ Practical guidance on performing and creating check-out reports.
- ☑ Making deposit deduction claims at the end of the tenancy.
- ☑ Inside the mind of an adjudicator.
- ☑ Review of 'Fair Wear and Tear' and measuring the lifespan of an item.
- ☑ Adjudicator case study examples.

#### **This Course Includes:**

- ▶ 90 Minutes on-demand video.
- 📄 8 downloadable resources.
- 📱 Access on desktop, tablet or smartphone.
- ⌚ On-demand lifetime access.
- 🏆 Certificate of completion.