



Property Misdescriptions Act 1991

How to use this course

Introduction

You have your own personal access to this course. This enables you to keep track of your progress and also enables you to demonstrate your understanding of the content.

You can access this internet course anywhere – at any time of the day.

The course is divided into a number of activities. Each activity covers an aspect of the Property Misdescriptions Act. Each activity contains a number of learning resources which enable you to develop your understanding. In the main content activities there are also some assessment questions at the end so that you can see how well you are doing.

Finally, at the end of the course there is a final assessment. Satisfactory completion of this assessment enables you to gain a certificate of completion which we will send to the address you provide.

NOTE: To get your certificate as soon as possible, e-mail support@uklms.com once you have completed the final course assessment. Give your postal address so that we can send you the certificate.

A suggested approach

Many people find the best way to progress through the course is to do one activity at a time. The time it will take you to complete an activity will vary – anything from 10 to 15 minutes up to well over an hour. The time you take does not matter – it is the understanding you develop that is more important.

You can integrate your learning into your working day – many find this a convenient approach. An alternative is to allot a period of time, ideally less than an hour, when you can shut yourself away from interruptions.

Work through the course, one activity at a time, perhaps one activity a day, whatever suits your situation.

Remember, you can go back over any of the learning resources whenever you want.

Once you reach the end of the course, you might find it useful to look back over the whole of the course before attempting the final assessment.

The learning resources

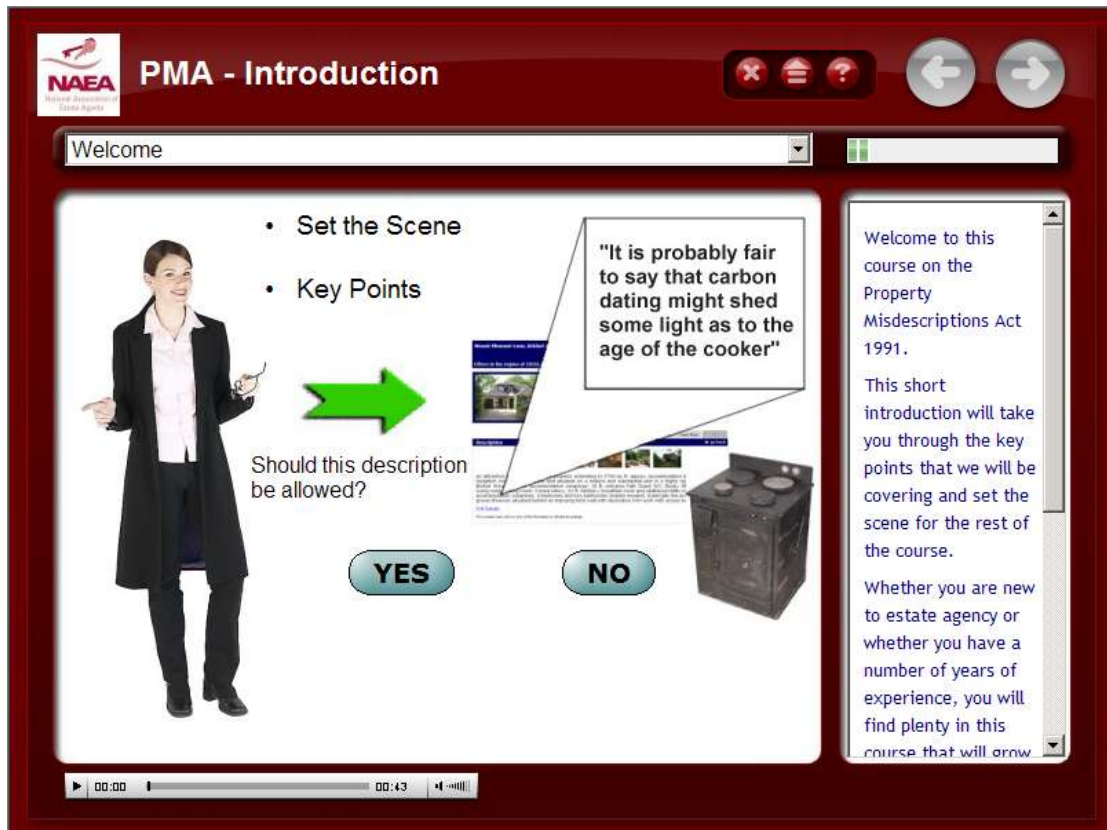
Types of Learning Resource – this course uses four different types of learning resource; interactive tutorials, text documents, internet links and key facts sheets.

Tutorial – this is an interactive resource with audio. This leads you through the subject matter, developing your understanding as you go. Some questions and feedbacks are included to help you to check that you are making progress. You also have the capability to jump between 'pages', so, once you reach the end, you can skip back and check any points that might be specifically relevant to your work.

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The following image shows a typical tutorial screen and below are explanations of the controls.



- exits the tutorial



- takes you back to the first page in the tutorial



- provides a concise version of this information



- moves you backwards and forwards in the tutorial.



This is the title of the current page. If you click on the down arrow it gives you a list of all the pages so that you can jump to any page you wish.

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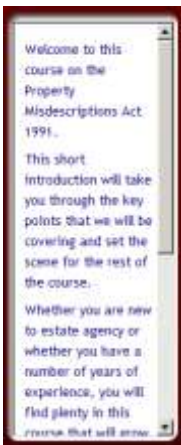
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- indicates how far you are through the tutorial.



This is the audio control. Audios start automatically at the start of a page and this control then lets you stop and start the audio, if you wish. You can also adjust the volume. The numbers on the left and right show in seconds the amount of audio that has been played and is still to come.



This area of the screen shows a text version of the audio track. You can use the scroll bar to move up and down the text.

If you are not able to use the audio output on your computer, for example, if you are in an open office and do not have headphones, you can still understand each page from this text.

Some people find this text as a useful reinforcement both as they listen to the audio and afterwards.

Web Links – there are a number of direct links to other relevant information on the internet – such as the Act itself. These links open in a new window and take you directly to the appropriate content. If you wish to read around the subject, beyond the scope of this course, you may find some further interesting content on the site to which you link.

Documents – some information is made available as a document. You can view the document on screen or print it, if you wish.

Key Facts – these are the briefest of information and summarise the content of the activity. You may find it helpful to print these as an important reminder of each activity.

Activity Assessment – a set of questions relating to the activity you are studying. Use these questions to satisfy yourself that you understand the content. They are not part of the final assessment.