

Australian Property Institute Limited

# PROVISIONAL MEMBERSHIP EXPLANATORY NOTES

<b>Reference</b>	Provisional Membership Explanatory Notes
<b>Effective</b>	8 August 2017
<b>Review</b>	8 August 2018
<b>Owner</b>	National Manager – Membership Services and Advocacy

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## 1.0 Definition of Provisional Member

### 1.1 Definition

- 1.1.1 Provisional Member is a membership class with voting rights at State/Territory level only.
- 1.1.2 Provisional Members may use the appropriate post nominals PMAPI.
- 1.1.3 Provisional Members can only stand for election on State/Territory Committees.
- 1.1.4 Provisional Members must fulfil the annual Continuing Professional Development requirements.

## 2.0 Provisional Membership applications

### 2.1 Applicants must supply all of the following:

- Completed application form.
- Evidence of academic qualifications including full transcript of tertiary results.
- Application fee – payable at time of application.

### 2.2 The application process may take from 1 to 3 months.

### 2.3 Applicants must

- Be of good character and repute.
- Satisfy the academic requirements (as outlined in Section 3.0).

### 2.4 Provisional Members who have undertaken a valuation endorsed qualification will be eligible to apply for Residential Property Valuer (RPV) designation after one year's Approved Professional Experience in valuing residential property and successfully undertaking a Professional Interview. If you believe you are eligible for RPV status please see the *Explanatory Notes for Provisional Membership with Residential Property Valuer Designation*.

## 3.0 Required Academic Qualifications

### 3.1 API Endorsed TAFE Advanced Diploma of Property – Valuation

- 3.1.1 Applicants who have completed an API recognised TAFE Advanced Diploma in Property (Valuation) course will satisfy the academic requirements for Provisional Membership of the API.

**OR**

### 3.2 API Endorsed Degree (or degree equivalent)

- 3.2.1 Applicants who have completed an API endorsed Degree will satisfy the academic requirements for Provisional Membership of the API.
- 3.2.2 Applicants who have completed an API endorsed degree equivalent will satisfy the academic requirements for Provisional Membership of the API.

A degree equivalent is:

- 3.2.2.1 A recognised TAFE Advanced Diploma of Property – Valuation together with an endorsed postgraduate qualification. Please note that if wishing to obtain certification/designation, the relevant post graduate endorsed course must be undertaken.
- 3.2.2.2 A partially qualifying degree together with an endorsed postgraduate qualification. Please note that if wishing to obtain certification/designation, the relevant post graduate endorsed course must be undertaken.
- 3.2.2.3 A non-endorsed or non-partially qualifying degree, together with an endorsed postgraduate qualification. Please note that if wishing to obtain certification/designation, the relevant post graduate endorsed course must be undertaken.
- 3.2.2.4 A course that is accepted for the equivalent to Associate membership in line with comparable professional associations with whom the API has reciprocity.
- 3.2.2.5 An approved overseas Property Specialist Degree.

**OR**

### **3.3 Approved Partially Qualifying Degree**

- 3.3.1 Applicants who have completed an API approved partially qualifying degree will satisfy the academic requirements for Provisional Membership of the API (subject to 4.2 below).

**OR**

- 3.4 Have or had Associate or Fellow membership of a comparable property association which has reciprocity/alliance with the API as endorsed by the Board.

- 3.5 Applications other than those listed above shall be referred to the National Membership Standards Committee for clarification.

### **3.6 Assessment of Overseas Academic Qualifications**

- 3.6.1 Overseas academic qualifications are considered individually and an assessment fee, if required, may be charged.
- 3.6.2 Enquiries and applications on the assessment of overseas academic qualifications should, in the first instance, be directed to:

National Manager - Education,  
Australian Property Institute  
6 Campion Street, DEAKIN ACT 2600  
Tel (02) 6122 8700  
Fax (02) 6285 2194  
Email [education@api.org.au](mailto:education@api.org.au)

- 3.7 All current relevant courses are listed on [www.api.org.au](http://www.api.org.au)

## **4.0 Approved Professional Experience**

- 4.1 There is no approved professional experience requirement for Provisional Membership for those who satisfy the requirements of 3.1 or 3.2 above.

- 4.2** Applicants who have completed an API approved partially qualifying degree (3.3 above) are required to satisfy the API that they have a period of at least two years Approved Professional Experience gained within the four years immediately prior to the date of application.
- 4.3** A Provisional Member who has completed an API approved valuation qualification may assist in undertaking the valuation of residential and non-residential property on the condition that the subject property is co-inspected (by the supervising valuer) and the valuation report is co-signed by the supervising valuer. The supervising valuer must be an API member who holds the certification of Certified Practising Valuer and be the primary signatory to the valuation report.
- 4.4** A Provisional Member who assists in valuations will be required to undertake a Risk Management Module within twelve months of commencement of such.

## **5.0 Knowledge of the Australian Property Institute**

- 5.1** All applicants must have an understanding of their responsibilities to the profession (including practice requirements under state valuers registration if relevant), the API, clients and the public having regard to the API's Constitution and By-Laws.
- 5.2** All applicants should be familiar with the Australia and New Zealand Valuation and Property Standards document which includes the Code of Ethics, Rules of Conduct and Practice Standards.
- 5.3** All applicants should be familiar with the Continuing Professional Development requirements of the API as well as having a full understanding of the limitations as a member of the API in being granted Provisional membership.
- 5.4** All applicants should be aware of the Complaints Procedures of the API and in particular "Where the Provisional Member and/or the Provisional Member's supervisor is found to have breached the Rules of Conduct governing Provisional Members undertaking valuations, both the Provisional Member and the supervising valuer are liable for a fine of up to \$10,000 for a first offence. Any subsequent offence of the same nature will result in expulsion from the API".