

## PRESS CUTTING JungleDrums September 20 2011 (c. 12,000)

### Inventories and Check-ins/outs AIIC training workshop



Following many requests for a 'live' training day, The Association of Independent Inventory Clerks (AIIC) is running a new hands-on workshop covering inventories and check-in and check-out reports. The new workshop gives individuals the chance to put all the theory they have learned into real action, to improve their confidence in all the practicalities of inventories.

The new workshop is on the 3rd October, following the 'Guidelines for Inventory Clerks' course on 1st and 2nd October at the Hilton Hotel, Bracknell, Berkshire RG12 0QJ.

The training course and workshop are aimed at new and inexperienced clerks and also individuals who are thinking of becoming an inventory Clerk. They are also ideal for any Associate Members, colleagues or landlords. The training course starts at 9.30am and finishes at 5.30pm each day and the new workshop starts at 9.30am and finishes at 4.30pm. The training course and workshop will focus on the following:

#### **The Two Day Course – 1st and 2nd October 2011**

How to make an inventory including order, layout and what to look for  
Purpose of a check-in and how to conduct one  
Legal aspects of inventory work  
Guidance notes for tenants  
Cleaning issues  
Keys  
Purpose of a check-out, how to conduct one and compile the report  
Role play – 'Problems that can arise'  
Personal safety  
Disclaimers  
Equipment and reference books  
Fair Wear and Tear  
- the quality of the supplied item (and that will vary greatly)  
- the condition at check-in  
- the condition at check-out

#### **Optional One Day Practical Workshop – 3 October 2011**

Using equipment supplied or your own chosen method - compile your first inventory. Put theory into practice for those detailed descriptions needed Practical 'hands on' experience of check in and check out inspections.  
Dealing with problem tenants – role play with experienced clerks.  
Practical tips and advice on using your people skills in unusual situations.  
Delegates participation is encouraged. All attendees must have previously attended the AIIC two day course, the optional one day workshop is not a substitute for full

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training but, in response to requests, an added extra to give confidence and practical experience before setting up in business.

AIIC is a not-for-profit, membership organisation committed to excellence and professionalism in the property inventory process. AIIC works hard to ensure that all landlords, tenants and letting agents understand the importance and benefits of professionally completed property inventories.

For further information on training courses, please visit [www.theaic.co.uk](http://www.theaic.co.uk)