

# Propertymark Qualifications

## Correlation of Workbook Topics with Propertymark Qualification Unit Specification

### Level 4 – Residential Letting and Property Management

#### Subject Specific Units

There is little change to the first four units of the Level 4 lettings qualifications.

#### Common Business Units

The two common business units have seen substantial change, with various topics moving from one unit to the other and the names of the units changing. We would advise all candidates to read the existing Introduction to Office Management **and** the Advanced Office Management learning materials before attempting the examination for either of the new units.

Introduction to Office Management is now called 'Business Practice'.

Advanced Office Management is now called 'Business Management'.

The topic content of the two units remains more or less the same but is distributed differently between the two units. To check the learning outcomes and the assessment criteria of the new units, go to the Propertymark Qualifications website and download the unit specification for each unit.