ESM 529 PROFESSIONAL PRACTICE AND CODE OF CONDUCT 2 UNITS

Department of Estate Management

Covenant University
1. ESM529

1.1. ESM 529 PROFESSIONAL PRACTICE AND CODE OF CONDUCT  2 UNITS

This course is designed to provide a basic knowledge of how the Estate Surveyor and Valuer undertakes his work in a professional manner. Preparation of proposals for securing valuation briefs or jobs. The Professional Approach: Definitions and explanations. Rule of professional practice and code of conduct. The Nigerian Institution of Estate Surveyors and Valuers. The Estate Surveyors and Valuers Registration Board of Nigeria. Other professional bodies in Nigeria. Professional Institutions and the Government. Professional firms, groups, partnerships and their organization and management. Office Procedure and Management: Organisation of personnel; job description; chain of Authority; Departmentalization; specialization; etc. Physical organization; office records. Communication and co-ordination. Office procedures; cash flow; Management, personnel. The roles of an Estate Surveyor and Valuer in the public and private sectors and relations with the other professional bodies. Professional Practice in Land Administration: Procedures of acquiring and allocating land. Preparation of letters of offer and Rights of Application. Double allocation. Revocation Estate Government versus Local Government in issues on land administration. Professional Practice in Valuation: Inspections. Report Writing Basic structure; types of reports; covering letter, etc. Practical work; valuation for various purposes, e.g. Insurance, Balance Sheet; Rent Assessment; Mortgage; Sales etc.