

VALUERS REGISTRATION BOARD



SPECIAL PROGRAMME FOR FULL REGISTRATION JANUARY TO DECEMBER 2021

*OFFICE OF REGISTRAR
DAR ES SALAAM*

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VALUERS REGISTRATION BOARD

SPECIAL PROGRAMME FOR REGISTRATION DURING YEARS 2021

1.0 INTRODUCTION

Valuers Registration Board is a public body corporate established under Section 12 of the Valuation and Valuers Registration Act (Cap 138) to regulate valuation undertakings in the country. The main functions of the Board include registration of Valuers after evaluating their academic and practical qualification, promotion of educational advancement of Valuers and control valuation practice in the country. The Board has registered a total of 117 Fully Registered Valuers, 724 Provisionally Registered Valuers, 44 Technician Valuers and 50 Valuation Consulting Firms as of July 2020.

Thus, the majority of the Valuers working for the Government and Valuation Consulting Firms are not registered due to challenges and abnormalities of registration process experienced under the Professional Surveyors (Registration) Act (Cap 370) resulting to too few registered Valuers in the country compared to their demand.

There have been several developments recently in the area of professional practice and registration. Some of the most salient noticeable developments include:

- a) Valuers Registration Board had encouraged a substantial number of unregistered valuation graduates to be provisionally registered Valuers,
- b) The government has established 26 new regional valuation offices for the purposes of bringing valuation services closer to the stakeholders and all those needing the valuation services. Those heading regional valuation offices are required by law to be fully registered. Currently, 13 out of 26 offices are headed by valuation officers with no such professional qualifications and therefore cannot discharge their legal duties accordingly. This accounts for more than 50% of all regional Valuers' appointments.
- c) Private valuation firms are faced with a shortage of registered Valuers to associate with in order to comply with the provisions of section 26 (3) of the Valuation and Valuers Registration Act (Cap 138).
- d) Professional misconduct done by practising Valuers and or consulting firms are being addressed by taking appropriate disciplinary actions so that valuation stakeholders do not have to suffer as a result of misbehaving professional Valuers, registered or otherwise.
- e) Non-professional firms purporting to undertake valuation and offering valuation services are being traced so that strict disciplinary actions are taken against them all.

Therefore, in order to mitigate the above-mentioned challenges, the Board on its 5th Board Meeting held on 3rd of July, 2020 unanimously agreed that “**special programme**” be formulated to expedite the registration of valuation graduates in order to meet the serious deficiency of registered Valuers in the country.

2.0 PARTICIPATION REQUIREMENTS FOR THE PROPOSED PROGRAMME

The proposed *Special Programme for Registration (SPR)*, will be available to registration aspirants who have fulfilled the following conditions:

- a) Must have obtained undergraduate degree in or prior to 2016, and have been practicing valuation since then for which evidence must be produced as required by paragraph (c) below;
- b) Ought to have been Provisionally Registered with VRB by the time of applying for the examination candidacy;
- c) Must have submitted an attestation of experience from two supervisors, a dully filled log book¹ and a proposal for a thesis;
- d) Must have paid all fees for review classes and examinations;
- e) Must have completed review modules successfully;
- f) Must have a good stand in professionalism; and
- g) Must be a Tanzania citizen.

3.0 PROGRAMME DESCRIPTION

3.1 Purpose of the Programme

The proposed special programme is aimed at registering as many as possible eligible provisionally registered Valuers for full registration within shortest possible time without affecting or infringing the provisions of the law as detailed in Section 26 of the Valuation and Valuers Registration Act (Cap 138). The proposed programme has two main components namely, the review classes and professional examinations sessions which will be implemented in two batches depending on the number of candidates registered. The first batch will start in January and the second batch in July 2021.

3.1 Programme Duration

The proposed programme is intended to last for a period of twelve months commencing 1st January 2021 and ending 31st December 2021. The programme covers two components as follows:

¹ It is assumed that such a Candidate would have practised valuation for more than 3 years for which evidence is required by means of a dully signed logbook. The logbook would show that the candidate had worked with a three or more years' supervision of a fully professionally qualified valuer or valuers.

3.3 Review Classes

Review classes will be conducted in three weeks covering three modules each, with the following courses:

- **Module 1 Foundation Skills:** Professional Ethics and Valuation Standards
- **Module 2 Valuation Methods:** Valuation Methodology and Practice
- **Module 3 Professional Skills:** Research Skills, Thesis Writing and Presentation skills.

3.4 Professional Examinations

For the purposes of registration, examinations will be conducted at the end of each module. Candidates will be required to complete Review Class Sessions for each module in order to qualify to sit for examinations.

4.0 PROGRAMME IMPLEMENTATION

4.1 Candidacy Registration

Candidates for the proposed programme are the provisionally registered Valuers who have been practicing valuation for 3 or more years must have fulfilled all other conditions illustrated on paragraph 2.0 above. Registration for the review classes and examination will be open for not less than fourteen days. Qualified applicants will be registered and issued with a candidacy identification card with candidacy registration number on it.

4.2 Programme Execution

Experienced and practicing Valuers will be consulted by the Board to run the programme. This group of Valuers earmarked for facilitating the said programmes, must be academically and professionally qualified. However, preference will be given to those holding relevant post graduate qualifications. These facilitators will be under strict engagement terms to be agreed with the Board and they will be paid to perform various activities of the envisaged special programme and submit the required deliverables. It must be borne in mind that for the time being there is neither on-line lecture sessions nor examinations. However, this initiative is something the Board is contemplating for the future depending on the availability of human, technical, and financial resources.

4.3 Management Of Review Classes

Face-to-face Classes will be conducted in one or more centres within geographical or administrative zones to be identified for carrying out review classes and or examination sessions. The number of centres will depend on the number of applicants in the zones and the capacity of the Board at the time. Classes will be on fulltime mode for a minimum of six hours per day for a period of two weeks i.e. approximately 36 hours per week, after which candidates shall have at least a week to prepare for the said examinations.

5.0 EXAMINATION SETTING, DOING, MARKING, AND RESULTS PROCESSING, COMPILATION AND APPROVAL

5.1 Examination Processes

Examination setting, marking and results processing will be undertaken by the Board using selected qualified personnel. However, examination scripts marking and compilation of the results will be done immediately thereafter. The compilation of results will be counter-checked by the Board's Committee responsible for examinations before submitting them to the Technical Committee and later to the Board for approval. Results will be announced to the public after the approval of the Board.

The result for a candidate shall indicate one's performance in each subject by using codes as shown in table 5.1.

Table 5.1: Examination Marks Awards and the corresponding designation with Letter Grade Performance

Percentage	Letter Grade	Designation
80-100	A	Distinction
79-60	B	Credit
59-40	C	Pass
0-39	F	Supplementary

The Board has the minimum pass mark for each examination attempted and current approved pass mark for all professional examinations is 40%. However, a candidate who fails to obtain the minimum pass mark in a particular examination shall be permitted to do supplementary examination for that course but where a candidate fails the supplemented examination, he/she will be allowed to enrol for Review Classes and Examinations for that particular course in the regular programme when and wherever such a course is being run by the Board at his/her own costs as approved by the Board.

Subjects for review and their contents are as detailed here under:

A.1: Professional Ethics and Valuation Standards

Course Description and Purpose

The course aims at preparing candidates for registration, to understand the Codes of Ethics for Professional Valuers, and International Ethical Standards and Guidelines for enhancing ethical behaviour in valuation practice and profession in general. The course will equip the candidates with the key approaches of handling valuation assignments and observing accountability in relation to ethical situations. It is aimed at ensuring that Valuers have integrity and behave in a professional manner within the fraternity of the valuation professionals, as a group of people who share common interests, values and destiny.

The course will also empower Valuers with the basic knowledge of law and legal and regulatory framework within which they operate, to comply with when undertaking their professional assignments.

Course Objectives

1. To understand global fundamental ethical principles and standards, as they relate to the valuation profession;
2. To understand codes of ethics for professional Valuers and valuation consulting firms in Tanzania; and
3. To understand the legal framework, applicable laws, hierarchy and judicial system in Tanzania.

Expected Course Outcomes

The Valuer is expected at the end of this course to be able to:

1. Analyse fundamental ethical principles and understand the global codes of ethics governing Valuers;
2. Identify global best practices and be able to use them in analysing and solving ethical challenges and dilemmas in the valuation practice;
3. Explain and analyse the code of ethics for Valuers and Consulting Valuation Firms in Tanzania and East Africa in general;
4. Describe and analyse the relevant laws that impact various facets of the valuation practice and profession and their applicability in the country;
5. Explain and analyse the impact of the main criminal offences commonly involving or committed by the Valuers, including theft, fraud, forgery, bribery and allied offences, money laundering, cybercrimes, misuse of public office, and impersonation and other allied offences;
6. Identify and state basic laws, procedures and offences commonly committed by the valuation professionals, distinguish basic elements and genesis of such offences, and how to curb them;

7. State the consequences of a Valuer or consulting valuation firm found guilty of criminal offences affecting or involving valuation practice to individual professionals, firms and the public in general; and
8. Identify the wrongs associated with valuation profession in the country, and analyse their impact onto the society.

Course Contents

1. Fundamental Principles of Ethics

Defining Ethics; Role of Ethics in the society and profession; Identification of the basic principles of ethics: Principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour; Professional Standards: high standards of service, trust, respect, responsibility; and Personal values.

2. Codes of Ethics for Valuers in Tanzania

Fundamental canons of ethics for Valuers; Valuers' obligations to general public, employer, client, Practice and the profession, Practice of a Valuer and Technician Valuer; Valuers' conduct and professional responsibility; Public opinion and expectations from a Valuer; Analysis of the Code of Ethics for Professional Valuers in Tanzania;

3. Legal and Regulatory framework

a) Law of Contract

Basics of Contracts: Definition of a contract, Need of contracts in society, Types of Contracts; Distinction of contract from non-contractual relationships; Legal environment governing contractual relationships; Essentials of a valid contract, Salient features of contracts: Terms of contract, Privity of contract; Discharge of contracts: Meaning, steps and its consequences; Breach of Contracts: Definition, Remedies for breach of contracts; Memoranda of Understanding (MoUs): Salient features, legal implications and their management.

b) Negotiable Instruments

Negotiable Instruments: Definition and meaning of negotiable instruments, Types, Basic characteristics and Examples; Legal principles relating to negotiable instruments; Bills of Exchange: Basic description, salient features, examples and classifications, Inchoate Bills of Exchange: Definition, basic concept of IBE, Signatures and liability of parties to Bills of Exchange, Capacity of parties to Bills of Exchange, Negotiation of Bills of Exchange: description and illustration of how the negotiation can be done; Concepts of Presentment of Bills of Exchange: Explanations for acceptance and payment, conditions for presentment, dishonour of bills of exchange and notice of dishonour, discharge of bills of exchange.

c) Law of Torts

Basics of Torts: Definitions; Description of basic characteristics; Types and classification of torts; Legal principles governing torts: Legal principles governing torts relating to the Valuation profession, Defences available for tortious liability.

d) *Introduction to Public Procurement Law*

Procurement Defined: Meaning of Public procurement; Procurement: methods, types and tendering process, The concept of Public Procurement: Definition and explanations, Laws governing the procurement process: Identification of the laws, Description of the applicability of the laws; Public Procurement Act: Identification of the institutional mechanisms for enforcing the procurement laws in Tanzania, Consequences of non-compliance to the Public Procurement Act.

4. Wrongs associated with Valuation Profession

a) *Criminal Offences*

Criminal offences: Legal definition, Examples of Criminal Offences in Valuation: Theft, Fraud, Forgery, Bribery, Corruption and allied Offences, Misuse of Public Office, Impersonation and allied Offences

b) *Money Laundering*

Definition of Money Laundering; Effect of money laundering; Authorities fighting money laundering: The role of preventing, detecting and reporting money laundering activities to the relevant authorities. Basic laws for fighting and controlling money laundering in Tanzania; Stages of money laundering: Identification and description; Money laundering, predicate offences and techniques of money laundering. Duties and consequences of different professionals of not complying with the requirements of the anti- money laundering laws.

c) *Cyber Crimes*

Define cyber crime; the role of the professionals in a country in preventing, detecting and reporting cyber crimes activities to the relevant authorities. Basic laws for controlling cyber crimes in Tanzania (also known as e-crimes, electronic crimes, or hi-tech crimes), Types of cyber crimes and electronic gadgets; Usable crime tools and gadgets: computers, phones, tablets, internet- enabled televisions and games consoles and smart phones through which cyber crimes can be committed; Description of the techniques used to commit the cybercrimes. Duties of Valuers in preventing, detecting and controlling cyber crimes. Consequences of Valuers for not adopting and implementing mechanisms to control cyber crimes affecting their duties.

d) *Procurement Related Crimes*

Main criminal offences commonly involved or committed by the accounting professionals in relation to the procurement process, Identification of and the basic laws and procedures for dealing with the procurement related offences; Consequences of a Valuer being found guilty of procurement criminal offences.

e) *Civil Wrongs*

Define civil wrong; Explanations for the main civil wrongs affecting the valuation practice, Identification of the elements of civil wrongs affecting the valuation profession, Consequences of a Valuer being liable for civil wrongs affecting valuation profession, Explanations regarding professional negligence as applied to the professional and its consequences, Description of the tort of vicarious liability as

applied to the valuation professionals and its consequences; Description of the legal procedures for dealing with civil wrongs committed by Valuers.

f) Contemporary Issues, Law and Valuation Professionals

Identification and explanation regarding main contemporary issues affecting the valuation profession and the regulatory frameworks, Description on how the valuation professionals facilitate the operation of e-commerce/business, Explanations regarding valuation compliance issues in gas and oil industry; Issues related to acquisition, disposition and management of properties and their implications to the valuation profession; Description of the main issues related to the protection of consumers of valuation services and remedies available to consumers in case of violation of their rights.

f) Contemporary Issues

Some of the contemporary issues in valuation profession, including among other things:

- How do the valuation professionals facilitate the operation of e-commerce/business;
- What are the valuation compliance requirement issues in the gas and oil industry;
- Current developments in issues related to acquisition, disposition and management of properties and their implications to the valuation profession; and
- Fair competition and consumer protection issues as they relate to the delivery of the valuation services, including available remedies to consumers and service providers.

Course Assessment

The course will be assessed by a three hour examinations. However, Board will decide from time to time which of the contemporary issues in professional that will be examined.

Recommended References

1. Albuquerque, D. (2010) *Business Ethics Principles and Practices*, Oxford University Press, New Delhi
2. Barney, J. B., & Hesterly, W. (2015). *Strategic Management and Competitive Advantage: Concepts and Cases*. Pearson.
3. David, F. R., & David, F. R. (2017). *Strategic Management: A Competitive Advantage Approach*. Pearson.
4. Gastel, B. & Day, R., (2016), *How to Write and Publish a Scientific Paper*, 8th Edn, Greenwood.
5. Hardman, E. (2012), *Active Listening 101: How to Turn Down Your Volume to Turn Up Your Communication Skills*, USA, iStockphoto
6. Hargie, O. (2011), *Skilled Interpersonal Communication*, London, Routledge
7. Hofmann, A., (2016), *Scientific Writing and Communication: Papers, Proposals and Presentations*, 3rdEdn, Oxford University Press
8. Katz, M. J., (2009) *From Research to Manuscript: A Guide to Scientific Writing*, Springer.
9. Laura, P.H., Joseph, D., and Chris, M. (2014). *Decision Making for Personal Integrity & Social Responsibility* 3rd edEd. New York: McGrwaMcGraw-Hill
10. Mapels, W. and Redman, P. (2011). *Good Essay Writing: A Social Sciences Guide*, 4th Ed, London, Sage
11. Mathews, J. R., Bowen, J. M. and Mathews, R.W. (2000), *Successful Scientific Writing*, 2nd Edn, Cambridge University Press.
12. Mbura, O.K (2013) *Principles of Marketing and Business Ethics*. TIOB pPublications, Dar es Salaam
13. Rhys, J. V., Meyer, V., VanderMey, R. Sebranek, P. (2016). *Writing Life: A Student's Guide to Thinking, Reading and Researching*, London, Cengage Learning
14. Schimel J., (2011), *Writing Science: How to Write Papers that Get Cited and Proposals that Get Funded*, Oxford University Press
15. Simpson, J., & Taylor, J. R. (2013). *Corporate Governance Ethics and CSR*. Kogan Page Publishers
16. Stanwick P. (2008), *Understanding Business Ethics*, Prentice-Hall, New York.
17. Valuers Registration Board (2020), *Code of Ethics of Valuers and Valuation Consulting Firms, Dar es Salaam*
18. Van Emden, J. and Becker, L. (2010). *Presentation Skills for Students*, London, Palgrave Macmillan
19. Velasquez M.G. (2006) *Business Ethics. Concepts and Cases*. Pearson International edition, London
20. Velasquez, G. (2014). *Business Ethics: Concepts and Cases*. Pearson Education Limited.

Selected Laws

1. The Constitution of the United Republic of Tanzania, Cap 2 [R.E. 2002]
2. The Anti-Money Laundering Act, Cap. 197 [R.E.2002]
3. The Bank of Tanzania Act, Cap. 348 [R.E.2002]
4. The Banking and Financial Institutions, Cap. 342 [R.E.2002]
5. The Bills of Exchange Act, Cap. 215 [R.E. 2002]
6. The Law of Contract Act Cap 345 [R.E. 2002]
7. The Companies Act, No.12 [R.E. 2002]
8. The Employment and Labour Relations Act, 2004
9. The Labour Institutions Act, 2004
10. The Public Procurement Act, 2011
11. The Judicature and Application of Laws Act, Cap. 358 [R.E. 2002]
12. The Prevention of Terrorism Act, 2002.
13. The Proceeds of Crimes Act, 1991.
14. The Mutual Assistance in Criminal Matters Act, 1991.
15. The Prevention and Combating of Corruption Act, 2007.
16. The Economic and Organized Crime Control Act, Cap 200 [R.E. 2002]
17. The Magistrates' Courts Act, 1984
18. The Penal Code, Cap 16 [R.E. 2002]
19. The Criminal Procedure Act, 1985
20. The Civil Procedure Code, Cap 33 [R.E. 2002]
21. The Accountants and Auditors (Registration) Act, Cap 286 [R.E. 2002]
22. The Cybercrimes Act, 2015.
23. The Electronic Transactions Act2015
24. The Petroleum Act2015,
25. Tanzania Extractive Industry (Transparency and Accountability) Act2015.
26. The Oil and Gas Revenues Management Act 2015.
27. The Land Act, Cap 113.
28. The Village Land Act, 114
29. The Land Registration Act, Cap 334
30. The Valuation and Valuers Registration Act Cap. 138

A.2 Professional Standards

Course Description and Purpose

The course aims at enabling a candidate to understand valuation concepts and procedures in relation to valuation laws, International Valuation Standards and other related valuation bodies and professional societies such as Royal Institute of Chartered Surveyors, CASLE, and FIG etc. It also intends to enable a Valuer to examine and understand global valuation standards and guidelines which promote transparency and consistency in the valuation practice.

Course Objectives

1. To study and analyze different valuation concepts;
2. To review guidelines and laws that guide valuation practice in Tanzania;
3. To examine valuation technicalities and performance standards; and
4. To study Valuation procedures in relation to the Valuation laws and standards.

Expected Course output

Valuer at the end of this course is expected to:

1. Analyze the valuation concepts and their applicability in valuation practice,
2. Understand international valuation standards and their applicability in the practice,
3. Analyze and identify laws and regulatory frameworks that guide the valuation practice in Tanzania, and
4. Determine the best practice and standards usable in the valuation practice.

Course Contents

1. Valuation Principles

Valuation defined; the role of standards, concept of market value, highest and best use, cost and income assumptions, the valuation process: transparency and consistence. Understanding mandatory applications in Valuation, compliance, departures and disclosures made in valuation process, Valuation principles and their application in practice. Define scope of instructions, definition of the client, inspection procedures, measurement standards and record keeping procedures for valuation data. Definition and applicability of bases of value, assumptions made in valuation, valuation report format, and considerations for auditing of valuation process.

2. Property Measurement Standards

- Measurement principles, best measurement practice, unit of measurement, measurement reporting standards, accuracy of measurements.
- International measurement standards for various properties i.e. retail, commercial, office and residential etc.

3. Financial Reporting Standards

Financial reporting standards of different types of properties

4. Contemporary Issues

Issues that fall under this sub-topic will be provided from time to time by the lecturer and be approved by the relevant Committee of the Board before the course starts.

Course Assessment

The course will be assessed by a three hour examination. However, Board will decide from time to time which of the contemporary issues in profession will be examined, after being proposed by the lecturer teaching the course.

Recommended References

1. Parker. D., (2016). *International Valuation Standards A Guide to the Valuation of Real Property Assets*, Wiley Blackwell, India.
2. Wyatt, P. (2013). *Property Valuation*, 2nd Edn. Wiley, Reading United Kingdom.
3. Pratt, S., Reilly F. R, & Schweihs, P. R. (2000). *Valuing a Business: The analysis and Appraisal of Closely held Companies*, 4th Edn. McGraw hill
4. *International Valuation Standards Manual* (Current Edition)
5. *International Property Measurement Reporting Standards* (Current Edition)
6. *International Financial Reporting Standards* (Current Edition)
7. *International Public Sector Accounting Standards* (Current Edition)

B.1 Valuation Methodology and Professional Practice

Course Description and Purpose

This course intends to introduce candidates into practical applications of valuation theory and methods. Also, the course intends to ensure that a candidate understands and can undertake different types of market analysis, critical thinking and forecasting in valuation practice.

Course Objectives

1. To review valuation methods and how to make an appropriate selection for a given assignment;
2. To understand different kinds of special valuations after identifying usable appropriate methods; and
3. To understand features of market analysis, critical thinking and forecasting in the valuation practice.

Course Expected Outcomes:

Valuer at the end of this course is expected to:

1. Analyse the applicability and the limitations of the contemporary valuation methods,
2. Carry out valuation of business enterprises, machinery and equipment, special properties like hotels, Rationalization of the approaches to values as applied using logic appropriate to the property type;
3. Carry out valuations in arbitration, compensation, and assessment appeals;
4. Analyse characteristics relevant to valuation of partial interests and other land-related rights, including water lots, air rights, rights of way and condominium; and
5. Carry out valuation for feasibility studies, market studies and various other consulting specializations like Environmental Impact Assessment etc.

Course Contents

1. Valuation and the Nature of values

Valuation as a profession, Value: Definitions, Market Value Concepts and how it relates to other values, Analysis of value affecting factors in valuation,

2. Valuation Methods

a) Comparative Method of Valuation

The concept of comparative method of valuation, Standards Guide to the application of the method, Collection of the site information, Analysis of the Comparables including the unit of comparison, Applicability of the method and its limitations.

b) Residual Method of Valuation

Principles of residual valuation, analysis of highest and best use concept, highest and best use concept in partially or underdeveloped properties, non-confirming uses, special and interim uses, reporting of the residual value,

Standards guide, the use of residual methods, application of the method and its limitations.

c) *Income/profit Method of Valuation*

Market research study for establishing the capitalization rate, Analysis of the capitalization rate, Data management/collection of the income producing properties, Analysis of the property incomes for valuation purposes, reporting the income value and limitations of the method

d) *Cost method of valuation*

Basic principles underlying the cost method of valuation, Different costing methods, Collection techniques of cost data, Analysis of the cost information, Replacement cost and Reproduction cost, Types of depreciation, Different methods to estimate accrued depreciation, Standards guide use of the cost method of valuation, Reporting of the cost value and limitation of the method.

3. *Special Valuations with Caseworks*

Valuation of unregistered land, valuation of physical infrastructure, valuation of real estate investment trusts, Valuation for mineral lands, Valuation of antiques, Valuation of marine vessels, aircraft and locomotives, Valuation of storage facilities, Valuation for plant and machinery, Valuation of hotel and petrol station, Valuation for compensation, Valuation for Business entities, Valuation of agricultural properties, Asset Valuation, Valuation of Institutional properties, Mass Valuation, Market analysis for valuation purposes

4. Valuation of Partial Interests

Partial Interests: Defined, Distinguishing characteristics, Examples of Partial rights; Valuation of water rights, Valuation of air rights, valuation of right-of-way and valuation of condominium properties. Characteristics relevant to Valuer when undertaking valuation of partial interests and other land-related rights, including water lots, water and air rights, and rights of way.

5. Contemporary Issues

Contemporary valuations like valuation of intangible assets, soft and hardware etc., and other current issues in valuation and valuation profession.

Course Assessment

The course will be assessed by a three hour examinations. However, during the lecturing, facilitators /lecturers are encouraged to hold seminar sessions and discussion groups for the registration aspirants, with different professional experiences, to discuss various items of the profession and academic nature for benefit of them all.

Recommended References:

1. Ball, M., Lizieri, C., and Mac Gregor, B., (2012), *The Economics of Commercial Property Markets* (Online Edition), Routledge
2. Bureau of Local Government Finance *Mass Appraisal Guidebook: A Supplement to the Manual on Real Property Appraisal and Assessment Operations.*, 20108F EDPC Bldg., BSP Complex, Roxas Blvd.1004 Manila, Philippines. ISBN 978-971-94098-3-0.
3. Detty. T., (2011). *Market Analysis & Highest and Best Use*, (2nd edition). Hondros Learning; ISBN-10: ISBN-13: 978-1598441680.
4. Drury, C. (2004), *Management and Cost Accounting*, 6th Ed., London: Book Power.
5. Geho, M. (2020), *Valuation Teaching Manual*, Ardhi University
6. Jawaid, N. (2016), *Ultimate Guide to Highest and Best Use Analysis*
7. RICS Valuation – Global Standards (2017), *Incorporating the IVSC International Valuation. Royal Institution of Chartered Surveyors (RICS)*, Parliament Square London, SW1P 3ADUK. www.rics.org
8. RICS Valuation – Global Standards (2017), *Incorporating the IVSC International Valuation. Royal Institution of Chartered Surveyors (RICS)*, Parliament Square London, SW1P 3ADUK. www.rics.org
9. Shapiro C.A, (2004), *Capital Budgeting and Investment Analysis* (1st Edition) ISBN-13: 978-0130660909
10. The Appraisal Institute of Canada and Appraisal Institute (2010), *The Appraisal of Real Estate*.UBC Real Estate Division, Vancouver, Canada.

C.1 Research Skills

Course Description

The aim of this course is equip candidates with research skills that will improve research reports they write and consequently improve quality of the valuation reports and valuation practice in general.

Course Objectives and Expected Outcome

1. Demonstrate an understanding of the different research methods and their application;
2. Conduct literature search and review;
3. Demonstrate an understanding of writing basic research report; and
4. Prepare a well-illustrated data collection strategy and demonstrate understanding of ethical issues in research.

Course Contents

1. Introduction:

Meaning of research; Research and knowledge creation, Research process, Types of research: basic, pure, applied and policy; Purposes of research- exploratory, descriptive, analytical/explanatory and evaluation, deductive vs. inductive approaches;

2. Literature Review

Literature and its purposes; Literature review: definition and purposes, Sources of literature, Choice of relevant literature and its analysis, Literature search including electronic searches.

3. Quantitative Research Methods

Survey, experimental, quasi – experimental

4. Key Features

Hypothesis formulation, sampling – techniques, sample size, representativeness, sampling errors response rates; measurement-variables, and operationalisation

5. Quantitative Data Collection Methods

Levels of data collection, Unit of analysis, Data collection: methods and tools, Questionnaire construction and administration, Structured and unstructured interviews.

6. Quantitative data analysis:

Visualizing data, coding, descriptive statistics, levels of measurement, probability, distributions, inferential statistics, t-Tests, confidence levels, ANOVA, correlation, simple regression, non parametric statistics, tests of significance; use of software analysis packages; strategies for presenting and describing data.

7. Qualitative research methods

Introduction to qualitative research methods: case study, ethnography, phenomenology, grounded theory;

8. Data Collection Methods and Data analysis

Semi structured and opens ended interviews, observation, and content analysis, coding, analysis and interpretation.

9. Research Quality and Ethics in research

Reliability, validity and generalization; Voluntary participation, Research ethics: respect for privacy and anonymity, deceit of subjects, confidentiality of data, no harm to human and animals, analysis and reporting, plagiarism.

Reading List:

1. Barbbie, E. R. (2007), *The Practice of Social Research*. 11th Ed, Q Thomson Higher Education: CA.
2. Creswell, J. W. (2009), *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*. Thousand Oaks: SAGE.
3. De Vaus, D. A. (2002), *Surveys in Social Research*. 5th Ed, Austria, Allen and Unwin
4. Gastel, B. & Day, R., (2016), *How to Write and Publish a Scientific Paper*, 8th Edn, Greenwood.
5. Hardman, E. (2012), *Active Listening 101: How to Turn Down Your Volume to Turn Up Your Communication Skills*, USA, iStockphoto
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9. Mapels, W. and Redman, P. (2011). *Good Essay Writing: A Social Sciences Guide* 4th Ed, London, Sage
10. Mathews, J. R., Bowen, J. M. and Mathews, R.W. (2000), *Successful Scientific Writing*, 2nd Edn, Cambridge University Press.
11. May, T. (2001), *Social Research: Issues, Methods and Process*. Buckingham: Open University Press.
12. Punch, K. F. (2005), *Introduction to Social Research: Quantitative and Qualitative Approaches*.
13. Rhys, J. V., Meyer, V., Vander Mey, R. Sebranek, P. (2016). *Writing Life: A Student's Guide to Thinking, Reading and Researching*, London, Cengage Learning
14. Schimel, J., (2011), *Writing Science: How to Write Papers that Get Cited and Proposals that Get Funded*, Oxford University Press
15. Van Emden, J. and Becker, L. (2010). *Presentation Skills for Students*, London, Palgrave Macmillan.

C.2 Thesis Writing and Presentation

Course Description

The aim of this course is to enable Valuer to apply the research skills in addressing real life problems. It entails learning methods that are applicable when undertaking research with the purpose of solving real problem existing in everyday life and how to organise the final written report to be submitted and how the same can be presented to the stakeholders.

Course Objective and Expected Outcomes

Upon completion of the thesis / dissertation, a Valuer will be able to:

- i). Apply the knowledge acquired in the due course towards solving practical problems,
- ii). Integrate knowledge acquired in discrete courses with an understanding that the programme as a discipline, has an array of tools that can be employed to aid real life problem solving,
- iii). Undertake research, apply acceptable analytical tools, and draw useful conclusions that address the practical real life problem or challenge and
- iv). Prepare and undertake research results dissemination through presentations.

Course Assessment

The course will be assessed as shown in the Table 6.1,

Table 6.1: Assessment criteria for marking Dissertation / Thesis

Assessment Criteria	Maximum marks
Form and format of presentation (<i>connectedness of paragraphs, sections and chapters</i>)	20%
Background information (<i>Coverage and relevance of literature review</i>)	15%
Methodology (<i>Approach and the Clarity of methods used</i>)	25%
Creativity (<i>Reflection of findings in the literature reviewed</i>)	25%
Conclusion (<i>Relevance of the conclusion with regard to the findings</i>)	15%
Total	100%

7.0 REGISTRATION FORM

THE UNITED REPUBLIC OF TANZANIA

Valuers Registration Board

Ministry of Lands, Ardhi House
Office Number 511, 5th Floor, Post Code 1, P.O. Box 109,
Dar es Salaam, Tanzania
Telephone: +255 222-676-832



FORM NO. 1

VALUERS REGISTRATION BOARD
CANDIDACY REGISTRATION FORM
Made under rule 3(2))

APPLICATION FOR CANDIDACY REGISTRATION

SECTION A: CANDIDACY REGISTRATION

1. PERSONAL DETAILS

SURNAME FIRST NAME OTHER NAMES (Initials)

2. GENDER (TICK) [] M: [] F:

3. CURRENT ADDRESS:

Tel. No. Fax No. Email:

4. DATE OF BIRTH / / PLACE OF BIRTH

Day Month Year

NATIONALITY

5. EMPLOYMENT

(a) NAME AND ADDRESS OF PRESENT EMPLOYER

PRESENT DESIGNATION (Position) _____

DATE OF APPOINTMENT / /
Day Month Year

(b) If not employed indicate what you are currently engaged in e.g. student, etc.

(i) Student's Name _____ of Institution/School

(ii) Others _____ Indicate type of
engagement

6. APPLICATION FEE

I enclose here with receipt No being payment for the selected examination category fees below:

Form Fee	-	Tshs.....
Reg. Fee	-	Tshs.....
Student's Annual Subscription fee -		Tshs.....

Payment GEPG control number
.....dated.....

10. DECLARATION BY THE APPLICANT:

I have read and agreed to abide by the Examination Regulations and by the laws of the Board and accept that any false information supplied by me invalidates my application.

Applicant's signature _____

Date _____

SECTION B:

11. CERTIFICATION AND DECLARATION

(This must be signed by your employer or if you are attending a college as a full time/part time Student, your Principal or Course Coordinator).

I, _____ Certify that the above-named applicant has been/is known to me for _____years/months, and his/her character is such that She/he is fit and proper to take the examination of the Board and that to the best of my knowledge, the above information is correct.

Signature of Employer/Principal/Course Coordinator _____

Date _____

Official Stamp

NOTES FOR GUIDANCE

1. An applicant is required to fill in the application form. The duly filled application form should be submitted with the following attachments:

- (a) Three coloured identical passport size photographs (*recently taken*) with your name written and signed on the back of each photograph.
- (b) Non-refundable Registration fee,
If an application is to be posted, payment should be made by either Cheque or through direct bank deposit and the mode of payment used should be indicated.
DO NOT POST CASH.
- (c) Non citizens shall be charged double the rate applicable.
- (d) Payment of Candidacy Registration and/or Exemption Fees can be made through Government Payment Gateway control number.

2. In filling the form, use BLOCK LETTERS. It is important to write your three names in full starting with your FIRST NAME.

Please note that our records will be maintained on the basis of your first name and the order of names given in your Candidacy Registration forms. Therefore, your names will appear on Certificate(s) to be awarded to you by the Board in that order.

- (a) *Names that you use are those which appear on the certificate(s) attached with your application forms for registration with the Board.*
- (b) *The Board shall not accept any request for change of name once an application for Candidacy Registration and/or Examination Entry has been lodged.*

3. Mailing Address

The address indicated under para (3) on the first page of this form shall be the official contact address between you and the Board. However, should you desire to have a different address, then kindly notify the Board accordingly.

4. Incomplete Form

If you do not complete this form correctly or enclose all required documents as instructed, or submit insufficient amount of fees, your application shall be rejected.

5. Closing Dates

Candidacy Registration forms should be submitted to our offices duly paid on or before the closing date. For late applications, kindly ensure that the additional penalty fee is payable on submission. All your enquiries in connection with the Board's Examinations should be directed to Registrar

FOR OFFICIAL USE ONLY

SECTION C: CANDIDACY REGISTRATION

FORM CHECKED BY _____ ON

CERTIFICATE(S) INSPECTED BY _____ ON

FEE RECEIPT NUMBER_SHS. _____ OF _____ -

REGISTRATION _____
ACCEPTED _____

REGISTRATION

REJECTED

REASONS -

EXAMINATION ELIGIBILITY

Examination Level	Paper(s)

No:

VALUER'S REGISTRATION BOARD



EXAMINATION ANSWER BOOK

Examination Registration No:

Use for the Candidate
Year of Examination:
Examination Level:
Subject Title:
Date:

Qns

For Official Use Only	
Examiner	
Total	

IMPORTANT INSTRUCTIONS

1. Write your examination registration number on the cover of this book
2. Write the number of each question attempted on the top of each page
3. Write on the both sides of the pages
4. Do not write your name anywhere in this book
5. All rough work must be done in this book and neatly crossed out

9.0 FIRST BATCH TIME TABLE

SPECIAL REGISTRATION PROGRAMME TIME TABLE JANUARY- DECEMBER, 2021 TIME TABLE

MODULE I:

S/ N	ACTIVITY		IMPORTANT DATES	TIME	VENUE	ASSOCIATED COSTS (Tshs.)
1.	Approval of Module I Results		18 th May 2021		NHC Board Room	
2.	Publication of Results	Announcing of the results to the public	20 th May 2021		Registrar's Office	
3	Module I Supplementary Examination	Registration	31 st May -3rd June, 2021		Registrar's Office	Examination Fee @ 100,000/= per course
4	Examinations	Module I Supplementary Examinations	9 th and 11 th June, 2021	09:00-12:00	Ardhi House 6 th Floor	
5	Marking	Marking and Results Script Preparations	14 th -18 th June, 2021		Ardhi House 6 th Floor	
6	Approval of Results	Presentation of Results to the CPEE Committee	24 th June, 2021			
		Board's Decision	25 th June			

PART ONE: EXAMINATION SESSION 1ST JULY – 10TH AUGUST, 2021

MODULE II

S/ N	ACTIVITY		IMPORTANT DATES	TIME	VENUE	ASSOCIATED COST (Tshs.)
1.	Registration		1st -15th July, 2021	08:00 – 15:30	Registrar’s Office	Module I. Results Transcript @30,000/=
2.	Examination Preparation Week	Exam Preparation week Valuation Methodology	All the time before Exam date			Examination Fee @ 100,000/= per course
3	Examinations	Module II Examinations	17th July, 2021	09:00-12:00	Institute of Adults Education. Dar es Salaam	
4	Marking	Marking and Results Script Preparations	20th– 30th July 2021	From 08:00		
5	Approval of Results	Presentation of Results to the CPEE Committee	4th August, 2021	From 09:00		
		Board’s Decision	10th August, 2021	From 09:00		

PART TWO: MODULE II SUPPLEMENTARY EXAMINATION SESSION 17TH AUGUST – 15TH SEPTEMBER 2021
(DEPENDING ON THE AVAILABLE OF RESOURCES)

S/ N	ACTIVITY		IMPORTANT DATES	TIME	VENUE	ASSOCIATED COSTS (Tshs.)
1.	Registration for Supplementary Exams		17rd – 27th August 2021	08:00 – 15:30	Registrar's Office	
2.	Module II Supplementary Examination	Examinations preparations	All the time after the announcement of the results.			
		Examination	31st August, 2021		Conference room, Ardhi House, 6 th Floor. Dar es Salaam	Examination Fee @ 100,000/= per course
3	Marking	Marking and Results Script Preparations	2nd -4th Sept, 2021	From 08:00		
4	Approval of Results	Presentation of Results to the CPEE Committee	9th Sept, 2021	From 08:00		
		Board Decision	15th Sept, 2021			

PART ONE: EXAMINATION SESSION 20TH SEPTEMBER – 10TH DECEMBER, 2021

MODULE III

S/ N	ACTIVITY		IMPORTANT DATES	TIME	VENUE	ASSOCIATED COST (Tshs.)
1.	Registration		20 th Sept - 8 th October, 2021		Registrar's Office	Module II Results Transcript @30,000/=
2.	Review Classes Module III	Research Skills And Submission of Thesis	11 th - 27 th October, 2021.	10:00-12:00 12:30-140:00		Review Class Fee @177,000/=
3	Preparations	Exam Preparation week	28 th October - 4 th November, 2021			
4	Examinations	Examination	10 th November, 2021	14:00-17:00	Institute of Adults Education. Dar es Salaam	Examination Fee @ 100,000/= per course
		Thesis Presentation	11 th – 20 th Nov, 2021	09:00 -12:00	To be announced	
5	Marking	Marking and Results Script Preparations	22 th Nov – 4 th Dec, 2021	From 08:00		
6	Approval of Results	Presentation of Results to the CPEE Committee	8 th Dec, 2021	09:00-12:00		
		Board Meeting	10 th Dec, 2021	09:00-12:00		

10.0 SECOND BATCH TIMETABLE

SPECIAL REGISTRATION PROGRAMME TIME TABLE JULY 2021 – DECEMBER 2021 TIME TABLE

PART ONE: REVIEW CLASSES AND PROFESSIONAL EXAMINATION SESSIONS 1ST JULY – 10TH DECEMBER, 2021

ACTIVITY		IMPORTANT DATES	TIME	VENUE	ASSOCIATED COSTS (Tshs.)
Application for candidacy	Registration and issuance of ID	1st July - 21st July 2021		Registrar's Office	Tshs 50,000 (Annual subscription fee if unpaid,
Conducting two weeks Review Classes	Face to face training and discussions	From 26th July 2021	Full Time	Ardhi Institute Tabora (ARITA)	Tshs 50,000 (Application fee), Tshs 20,000 for ID, Tshs 177,000 (Tuition fee per subject)
Module 1, II and III Examinations	Registration	18th Sept – 30th Oct, 2021		Registrar's Office	Examination Fee @ 100,000/- (per subject)
	Examinations A1	9th Nov, 2021	09:00-12:00	Institute of Adults Education. Dar es Salaam	
	Examinations A2	9th Nov, 2021	14:00-17:00		
	Examinations B1	10th Nov, 2021	09:00-12:00		
	Examinations C1	10th Nov, 2021	14:00-17:00		
	Thesis presentation	11th – 20th Nov, 2021	09:00- 17:00	To be announced	
	Marking and Results Script Preparations	22th Nov – 4th Dec, 2021			
Approval of Results	CPEE Committee	8th Dec, 2021			
	Board's Decision	10th Dec, 2021			